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SECRETARY OF THE AIR FORCE**



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FUELS MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 23-2, *Supplies and Material Management and DODD 4140.25, DoD Management Policy for Energy Commodities and Related Services*. It provides managers at all Air Force activities with policy and procedures for fuels operations. It applies to all Air Force activities, including US Air Force Reserve and Air National Guard units that receive, store, issue, quality control, and account for aviation fuels, ground fuels, cryogenic fluids, and missile propellants. Certain fuels accounts with a small mission may be exempt from certain provisions of this instruction with major command (MAJCOM) approval. If this instruction is in conflict with a technical order, the technical order takes precedence. Notify HQ USAF/ILSP should this instruction conflict with other Air Force instructions or directives. HQ USAF/ILSP will review the major command supplement before distribution.

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(AMC) AFI 23-201, 1 August 1999 is supplemented as follows. (This supplement is not applicable to Air National Guard or US Air Force Reserve units.)

SUMMARY OF REVISIONS

This is the second publication revision of AFI 23-201. This revision reflects changes as a result of MAJCOM inputs and the implementation of the Fuels Information Support Center (FISC). Significant changes include establishing the FISC in **Chapter 7**, renaming the Fuels Control Center the Resource Control Center (RCC), renaming the QC&I element the Compliance & Environmental element, moving the laboratory, support, FCC and accounting functions to the FISC and adding a fuels organizational chart.

(AMC) This is the second revision to AFI 23-201, AMCS1. The revision contains minor policy changes related to fuel spill reporting and fuel leak detection. The revision also contains administrative changes to the Government-Wide Purchase Card, Space and Naval Warfare Center's Integrated Service Center, and Fuel Support Plans. The revision deletes a Standard Base Supply System (SBSS) requirement and the command designated storage and maintenance location for fuels mobility support equipment (FMSE). A bar (|) indicates revision from previous edition.

Chapter 1— THE BASE FUELS MANAGEMENT OFFICE (BFMO)	8
1.1. Objectives.	8
1.2. Assigning the Responsible Officer.	8
1.3. Supporting War Plans.	8
1.4. Managing Finances.	8
1.5. Conserving and Protecting the Environment.	8
1.6. Submitting Military Construction (MILCON), Maintenance and Repair	8
1.7. Obtaining Funding for Recurring Environmental Expenses IAW DoD	9
1.8. Reporting Fuel-Related Mishaps.	9
1.9. Managing Inspection Discrepancies.	10
1.10. Controlling Personnel Quality.	10
1.11. Task Restrictions.	10
1.12. Augmenting Personnel.	10
1.13. Managing Contract Operations.	11
1.14. Special Tools, Equipment, and Facilities.	11
1.15. Using Hydrants.	12
1.16. Managing Organizational Fuel Tanks.	12
1.17. Vehicle Fuel Servicing.	13
1.18. Using Fuel Servicing Units.	13
1.19. Communicating With Operators.	13
1.20. Establishing Fuels Operating Instructions (FOI) and Checklists.	13
1.21. Maintaining Technical Orders (T.O.).	14
1.22. Reporting of Technical Data and Materiel Deficiencies.	14
1.23. Obtaining Waivers to This Instruction.	14
1.24. Records Disposition.	14

Chapter 2— DUTIES OF ORGANIZATIONS INTERACTING WITH FUELS MANAGEMENT	15
2.1. HQ USAF.	15
2.2. Defense Energy Support Center (DESC).	16
2.3. San Antonio Air Logistics Center, Directorate of Aerospace Fuels	16
2.4. Major Command (MAJCOM), Direct Reporting Unit (DRU), and Field Operating Agency (FOA).	17
2.5. Chief of Supply (LGS).	18
2.6. Base Civil Engineer (BCE).	18
2.7. Transportation (LGT).	19
2.8. Aircraft Maintenance.	19
2.9. Missile Maintenance.	20
2.10. Wing Safety Office.	20
2.11. Base Bioenvironmental Engineering.	20
2.12. Wing/Group/Organization Commanders.	20
Chapter 3— IMPLEMENTING THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM	21
3.1. The FMT:	21
3.2. Providing Protective Equipment and Personnel Clothing.	21
3.3. Duties of the Fuels Safety Monitor.	22
3.4. Two Person Policy.	22
3.5. Preventing Fires.	23
3.6. Laboratory Safety.	23
3.7. Limiting Foreign Object Damage (FOD).	23
3.8. Using Chocks.	23
3.9. Marking Fuels Collection/Storage Containers.	24
Chapter 4— ESTABLISHING A SECURITY PROGRAM	25
4.1. Duties of the Security Monitor.	25
4.2. Securing Fuels Facilities and Equipment.	25
Chapter 5— DUTIES OF THE FUELS MANAGEMENT TEAM	26
5.1. Fuels Management Team (FMT).	26
5.2. Establishes the Fuels Administrative and Local Area Network (LAN)	26

5.3.	Lockout/Tagout Program.	26
5.4.	Designed Operational Capability (DOC) Statements.	27
5.5.	Preparing Required Reports.	27
5.6.	Developing an Alert Recall Plan.	28
5.7.	Preparing Fuel Support Plans.	28
5.8.	Reviewing the War and Mobilization Plan (WMP).	28
5.9.	Maintaining Bulk Petroleum War Reserve Stock (BPWRS).	28
5.10.	Fuels Facility Plan.	29
5.11.	Maintaining Emergency Power Capability.	29
5.12.	Operating a Fuels Radio Net.	29
5.13.	Facility Requirements.	29
5.14.	Computing Refueling Equipment Authorizations.	29
5.15.	Providing Covered Structure for Fueling Units.	30
5.16.	Understanding the Management Engineering Program (MEP).	30
Chapter 6—	CONDUCTING FUELS OPERATIONS	31
Section 6A	Fuels Operations Supervisor	31
6.1.	Duties of the Fuels Operation Supervisor.	31
Section 6B	Fuels Distribution	31
6.2.	Duties of the Fuels Distribution Supervisor.	31
6.3.	Duties of the Fuels Expediter.	32
6.4.	Duties of the Hydrant Supervisor.	32
6.5.	Duties of Mobile Refueling Supervisor.	33
6.6.	Duties of the Preventive Maintenance Supervisor.	33
Section 6C	Fuels Bulk Storage	34
6.7.	Duties of the Bulk Storage Supervisor.	34
6.8.	Preventing Fuel Commingling.	35
6.9.	Verifying the Condition of Fuel Tank Trucks and Cars.	35
6.10.	Duties of the Cryogenics Supervisor.	36
6.11.	Controlling Entry and Exit of Petroleum Transport Vehicles.	36
Section 6D	Missile Propellants	36
6.12.	Managing Liquid Missile Propellants.	37

Section 6E	Cryogenics	37
6.13.	Duties of the Cryogenics Production Supervisor.	37
6.14.	Equipment and Facilities Used in Cryogenic Production.	37
6.15.	Inspecting and Operating Cryogenic Plants.	38
6.16.	Maintaining Equipment.	38
6.17.	Maintaining Cryogenics Storage Tanks.	39
6.18.	Reducing Cryogenics Losses.	40
6.19.	Performing Quality Control.	40
6.20.	Obtaining Supply Support.	40
Chapter 7—	IMPLEMENTING THE FUELS INFORMATION SERVICE CENTER (FISC)	41
Section 7A	The Fuels Information Service Center (FISC)	41
7.1.	Establishing the Fuels Information Service Center (FISC).	41
7.2.	Duties of the Fuels Information Service Center (FISC) supervisor.	41
Section 7B	Resource Control Center	42
7.3.	Duties of the RCC Supervisor.	42
7.4.	Preparing for Disasters.	43
7.5.	Issuing Servicing Clipboards	43
7.6.	Notifying of Weather Warnings.	44
7.7.	Controlling Keys.	44
7.8.	Selling aviation products to contract, charter and civil aircraft.	44
7.9.	Accounting for Special and Missile Fuels.	45
7.10.	Accounting for Liquid Oxygen and Liquid Nitrogen.	45
Section 7C	<i>Fuels Support</i>	45
7.11.	Establishing the Fuels Support Function.	45
7.12.	Duties of the Flight Mobility Monitor.	45
7.13.	Duties of the Fuels Training Supervisor	46
7.14.	Duties of the Fuels Materiel Control Supervisor.	47
Section 7D	Base Fuels Laboratory	47
7.15.	Establishing a Fuels Laboratory Function.	47
7.16.	Duties of the Fuels Laboratory Supervisor.	48
7.17.	Caution Tag Program.	48

7.18. Establishing Sampling and Testing Requirements and a Laboratory Cor	48
7.19. Handling Contaminated and Off-Specification Fuel Products.	48
7.20. Crashed Aircraft Fuel Samples.	49
Chapter 8— COMPLIANCE & ENVIRONMENTAL	50
Section 8A The Compliance Function	50
8.1. Duties of the Compliance & Environmental Supervisor.	50
Section 8B Evaluations	50
8.2. Evaluation Guidelines.	50
8.3. Performing Internal Evaluations.	50
8.4. Conducting the Evaluation.	51
8.5. Evaluation Assessment Criteria.	51
8.6. Preparing and Routing the Report.	51
Section 8C Environmental Guidelines	52
8.7. Spill Prevention and Containment.	52
8.8. Waste Fuel Management.	52
8.9. Leak Detection.	52
Chapter 9— FUELS MOBILITY SUPPORT	54
9.1. Duties of the Fuels Mobility Support Supervisor.	54
9.2. Managing Fuels Mobility Support Equipment (FMSE).	54
9.3. How To Store, Maintain, Inspect, and Deploy FMSE and FARP Equipment.	54
9.4. Setting Up FMSE.	55
9.5. Using FMSE or FARP for Exercise Support.	55
9.6. Establishing ATHRS, ABFDS and FARP Operational and Training Requirements.	56
9.7. Additional FARP Requirements	57
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	59
Attachment 2— RADIO TRANSMISSION CODES	67
Attachment 3— EDUCATION AND TRAINING OPPORTUNITIES	69
Attachment 4— FUELS MANAGEMENT STRUCTURE	71
Attachment 5— COLOR CODES FOR CRYOGENICS PLANTS	72

AFI23-201_AMCSUP1_INT 1 JANUARY 2002	7
Attachment 6— CRYOGENIC EQUIPMENT AND FACILITY REQUIREMENTS	73
Attachment 7— FUELS SPECIAL EXPERIENCE IDENTIFIER (SEI) MATRIX	75
Attachment 8— PERSONAL EQUIPMENT FOR FARP AND ABFDS SPECIALISTS	76
Attachment 9— CLIPBOARD COLOR CODE SCHEME	78
Attachment 10— MANAGEMENT ENGINEERING PROGRAM	79
Attachment 11— AIR FORCE CRYOGENICS TECHNICAL ASSISTANCE	81
Attachment 12— FUELS PERSONNEL UNIT TYPE CODES	83
Attachment 13— FUEL SPILL REPORT FORMAT	84
Attachment 14— FORMAT FOR FUELS MANAGEMENT STEERING GROUP, FUELS CAREER FIELD ENHANCEMENT CONFERENCE , UTILIZATION & TRAINING WORKSHOP, CONFERENCE AGENDA ITEM	85
Attachment 15— AIR FORCE POL TECHNICAL ASSISTANCE TEAM	86

Chapter 1

THE BASE FUELS MANAGEMENT OFFICE (BFMO)

1.1. Objectives.

- 1.1.1. Fuels management organizational structure, see [Attachment 4](#). **Note:** MAJCOMs may approve deviations to the structure with prior coordination from HQ USAF/ILSP.
- 1.1.2. Improve fuels management quality and capability.
- 1.1.3. Ensure quality bulk petroleum products, cryogenic fluids, and missile propellants are issued safely and efficiently to using organizations.

1.2. Assigning the Responsible Officer. The supply squadron commander appoints an officer, civilian, or Senior NCO who is the Responsible Officer IAW DoD 4140.25M, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*, Chapter 10 and AFI 23-111 and AFMAN 36-2105.

- 1.2.1. For contractor operated bases, Responsible Officers are not assigned. Care and safekeeping of government property is assigned to the contractor by contract IAW DoD 4140.25M, Chapter 10. In addition, the functional area chief (FAC) or quality assurance evaluator (QAE) may perform duties of a responsible officer (RO) provided they have attended the Petroleum Logistics Management Course.

1.3. Supporting War Plans. Managers with combat responsibilities must be familiar with AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation* and AFI 10-404, *Base Support Planning*, when preparing their war plans.

1.4. Managing Finances.

- 1.4.1. Forecasts requirements for operation and maintenance (O&M) funds (expendable supplies, equipment, clothing, tools, temporary duty, training, and contract services).
- 1.4.2. Keep accurate records and strict control of expenditures.
- 1.4.3. Track and evaluate cost data to improve efficiency of fuels management activities.
- 1.4.4. Identify fuels management costs resulting from environment, safety and occupational health aspects of operations.

1.5. Conserving and Protecting the Environment. Appoint a Fuels Environmental Coordinator to:

- 1.5.1. Comply with federal, state, and local environmental laws and regulations, and Air Force Policy Directives and Instructions. At overseas locations comply with Final Governing Standards (FGS) or the Overseas Environmental Baseline Guidance document in the absence of the FGS.
- 1.5.2. Consult with agencies (Environmental Protection Committee, Base Environmental Manager, Base Civil Engineer (BCE), Base Bioenvironmental Engineer, and Staff Judge Advocate).
- 1.5.3. See instructions in [Chapter 8](#).

1.6. Submitting Military Construction (MILCON), Maintenance and Repair (M&R), Minor Construction (MC), and Environmental Compliance (EC) Projects. The FMT:

1.6.1. Reviews DD Form 1391 Military Construction Project Data, for POL MILCON, M&R, MC and EC projects prior to BCE forwarding to MAJCOM *Liquid Fuels Engineers, Programmers and Fuels Management Staffs*.

1.6.2. Includes complete justification according to DoD 4140.25-M, Chapter 8.

1.6.3. MAJCOM Fuels Management will:

1.6.3.1. Coordinate with MAJCOM engineers and programmers to prioritize the projects.

1.6.3.2. Forward the prioritized projects to HQ DLA/DESC with an information copy to HQ USAF/ILSP.

1.6.4. HQ USAF/ILSP represents the USAF on the DESC-chaired Installation Planning and Review Board (IPRB) which prioritizes DESC projects.

1.7. Obtaining Funding for Recurring Environmental Expenses IAW DoD 4140.25M.

1.7.1. The FMT:

1.7.1.1. Coordinates with the base environmental office to identify and determine annual recurring environmental expenses such as operating permits, sampling, testing, and disposal of petroleum wastes.

1.7.1.2. Coordinates with base environmental office to determine environmental compliance actions and projects upon DESC's semi-annual request for action.

1.7.1.3. Must be aware of emergency funding reimbursement procedures for spill cleanup actions IAW DoD 4140.25M, Chapter 8, *DoD Management of Bulk Petroleum Products, Natural Gas and Coal*.

1.7.2. DESC:

1.7.2.1. Furnishes military inter-departmental purchase request (MIPR) for the estimated reimbursements and funds recurring environmental expenses IAW DoD 4140.25M, *DoD Management of Bulk Petroleum Products, Natural Gas and Coal*.

1.8. Reporting Fuel-Related Mishaps.

1.8. (AMC) Reporting Fuel-Related Mishaps. Report all fuel-related mishaps involving fuels equipment, facilities, vehicles, and personnel by telephone to HQ AMC/LGSF. Class II and larger fuel spills are considered mishaps and will be reported to AMC/LGSF. Fuels Management Teams (FMT) requiring assistance after normal duty hours can contact the Scott AFB, Resource Control Center (RCC) at DSN 576-5051. The Scott RCC maintains an updated HQ AMC/LGSF personnel recall roster for emergencies. Complete AMC Form 1024 for all mishaps and spills 5 gallons or more and forward to AMC/LGSF within 24 hours via electronic mail, fax, or message. This includes spills on the parking ramp, into secondary containment, dikes, pits, etc. Forward an advisory message within 30 days explaining the cause, outcome of the investigation, and lessons learned as directed. Fuel spills of any size will be reported if potentially attributed to equipment malfunction to allow trend analysis and notification of item manager.

1.8.1. The FMT:

1.8.1.1. Reports mishaps according to the requirements of AFI 91-204, *Investigating and Reporting Mishaps* and AFI 32-4002, *Hazardous Material Emergency Planning and Response Program*, and to MAJCOM immediately.

1.8.1.2. Sends a follow-up message within 24 hours to the MAJCOM with an info copy to HQ USAF/ILSP, DESC-FQ, and the applicable DEO/DER.

1.8.1.3. Sends an advisory message within 30 days to MAJCOM with an info copy to USAF/ILSP on the outcome of the investigation and lessons learned.

1.8.1.4. Report fuel spills as required by MAJCOM/LGSF using the suggested or similar format in [Attachment 13](#), Fuel Spill Report.

1.8.1.5. Reports may be sent via standard message, facsimile, or electronic mail.

1.8.1.6. Coordinates with the base environmental manager on follow-up messages for reportable fuels spills.

1.8.2. MAJCOM/LGSF:

1.8.2.1. Notifies applicable DEO/DER, DESC-FQ and HQ USAF/ILSP within 2 hours of notification from base level.

1.8.2.2. Disseminates lessons learned as cross-flow information within the Command and to other MAJCOMs, when applicable.

1.9. Managing Inspection Discrepancies.

1.9.1. Correct all deficiencies and eliminate their causes.

1.9.2. Review all uncorrected vehicle and facility discrepancies monthly.

1.9.3. When all options have been exhausted send a letter listing the discrepancies and requested action through the Chief of Supply to the supporting organization commander.

1.10. Controlling Personnel Quality.

1.10.1. Interview personnel within 30 days after they arrive to ensure they meet the qualification requirements in AFMAN 36-2108, *Airman Classification*.

1.10.2. Report discrepancies to the Military Personnel Flight.

1.11. Task Restrictions.

1.11.1. Monitor individuals working more than 8 continuous hours at fuel/cryogenic handling operations for alertness and situational awareness.

1.11.2. Do not allow untrained or uncertified fuels personnel to perform fuels and cryogenics handling operations without supervision.

1.12. Augmenting Personnel.

1.12.1. Only task-qualified personnel with Air Force Specialty Code (AFSC) 2F0X1 or host nation military, civilian equivalent, sister service/country equivalent is allowed to conduct fuels or cryogen-

ics handling operations. Non-fuels personnel may augment as the second person for two-man safety coverage (see para.3.4.2.).

1.12.2. Do not use fuels personnel to augment other base agencies during Emergency War Order (EWO) or contingency/exercise operations when fuels personnel operate under peak workloads.

1.12.3. Personnel identified as FARP operators will not be utilized for mobility taskings other than FARP requirements.

1.13. Managing Contract Operations. The FMT working through the contracting office:

1.13.1. Performs a technical review of service contracts to ensure they provide quality fueling support.

1.13.2. Coordinate all base fuels service contracts with MAJCOM Fuels Management and HQ USAF/ILSP.

1.13.3. Ensure the contract specifies:

1.13.3.1. Training and qualification meets requirements AFSC 2F0X1 requirements when applicable.

1.13.3.2. Spot check evaluations and recurring certification are similar to Air Force employees.

1.13.3.3. Performance requirement documents or performance work statements that complies with this instruction, AFMAN 23-110, and DODM 4140.25M.

1.13.3.4. The contractor provides an organizational chart to illustrate how communications of all fuel support requirements are funneled to the Resource Control Center.

1.13.3.5. A fully qualified single point of contact for coordinating, controlling, and directing fuel servicing operations to ensure all customer requirements are fulfilled in a timely manner and off-specification or wrong grade of product is not issued to aircraft, equipment, or vehicles.

1.13.3.6. The QAEs will monitor contractor performance IAW Occupational Safety and Health Administration (OSHA) Standards (see [Attachment 1](#) for a recommended list not to be all inclusive).

1.13.4. Personnel filling Quality Assurance Evaluators positions must be Air Force Specialty Code (AFSC) 2F071.

1.13.5. The QAE will monitor command and control capabilities to ensure fuel quality standards are met and physical controls prevent use of unserviceable equipment or product.

1.14. Special Tools, Equipment, and Facilities. Items need not be separately possessed by fuels activities if available in close proximity to and available from refueling maintenance to allow joint use by both activities.

1.14.1. Requirements are specified in AS 488. As a minimum the following items should be located in or near the fuels management area:

1.14.1.1. A vehicle wash rack equipped with an oil-water separator and located within or near the refueling unit parking area.

1.14.1.2. A liquid degreasing machine capable of cleaning engines on mobile fueling equipment (make sure the discharge from the degreaser drains into an oil-water separator).

1.14.1.3. A compressed air source.

1.14.1.4. Two 10-ton capacity hydraulic jacks.

1.14.1.5. Pneumatic impact wrench.

1.14.1.6. Approved static grounding post installed for grounding refueling equipment during product movement.

1.14.1.7. Two 10-ton capacity jack stands.

1.14.1.8. A multimeter.

1.14.2. Facilities.

1.14.2.1. Fuels facilities are described in AFH 32-1084, *Facility Requirements*.

1.15. Using Hydrants. Hydrant systems are efficient and should be used to refuel and defuel large aircraft.

1.15. (AMC) Using Hydrants. Hydrant use surveys will be conducted at least every 2 years or after major addition/renovation to the system. FMT will provide HQ AMC/LGSF a current approved copy of the hydrant use survey by 31 Mar of every even year. AMC bases will determine hydrant utilization rates by dividing the total number of gallons moved (refuels + defuels) through hydrants by the total number of gallons refueled and defueled (trucks + hydrants). Multiply the response by 100 to determine the hydrant utilization percentage.

1.15.1. Surveying Hydrant Use. The wing commander:

1.15.1.1. Directs a joint survey/review every two years, in conjunction with refueling unit validation, with members from the Operations Group, Logistics Group, and Fuels Management to determine the optimum hydrant and mobile refueler use ratio. The survey should include manpower, equipment availability, and sortie rates.

1.15.1.2. Approves goals for using hydrants.

1.15.2. Modification/Deactivation. Before modifying or deactivating hydrant systems, send a request to the parent MAJCOM that includes:

1.15.2. (AMC) Notify HQ AMC/LGSF before modifying any fueling capability to a point where your capabilities are changed.

1.15.2.1. Capability of existing system.

1.15.2.2. Current and programmed fueling requirements.

1.15.2.3. Rationale which includes maintenance cost savings or avoidance, possible use of tankage, and proposed method of fueling support.

1.16. Managing Organizational Fuel Tanks. Follow the procedures in AFI 23-204, *Organizational Fuel Tanks*.

1.17. Vehicle Fuel Servicing. Use the military service station when practical. During contingencies or exercises, service vehicles by mobile fueling units as required.

1.17.1. General Purpose Vehicles. These vehicles refuel at the base service station unless authorized an organizational issue tank or the FMT approves refueling from mobile units.

1.17.2. Special Purpose Vehicles. Use a mobile fueling unit to service special purpose vehicles and material handling equipment (MHE) that cannot easily travel to the base service station due to body design or locomotion method.

1.18. Using Fuel Servicing Units.

1.18. (AMC) Using R-11 Fuel Servicing Units. AMC bases must obtain MAJCOM approval to use R-11s for other than aviation fuel purposes for any period of time. Bases must also obtain HQ AMC/LGSF coordination prior to taking an R-11 or R-12 refueler off the base.

1.18.1. See para. 5.14. for refueling equipment authorizations.

1.18.2. Obtain MAJCOM approval to use aviation fuel vehicles to issue ground products for periods over 90 days.

1.18.3. Obtain MAJCOM approval before fuel servicing units are utilized to assist in environmental clean-up operations.

1.19. Communicating With Operators.

1.19.1. Establish two-way radio, voice, or telephone communications between pumping and receiving stations for all fuel transfers.

1.19.2. Use dedicated circuits (hot lines), extra telephone circuits, or outgoing call restrictions to ensure telephone contact in an emergency. Provide a loud bell, gong, horn, or other signaling device outside and in high noise areas.

1.20. Establishing Fuels Operating Instructions (FOI) and Checklists. If FOIs and checklists are required, assign individual identification numbers and review at least annually. Use the following guidelines.

1.20.1. FOIs:

1.20.1.1. Write FOIs to provide local procedures.

1.20.1.2. Do not duplicate guidance contained in other directives unless necessary to consolidate or emphasize.

1.20.1.3. Designate the fuels operations that require the mandatory use of locally developed checklists.

1.20.2. Checklists:

1.20.2.1. Write checklists in a simple, concise, and comprehensive manner.

1.20.2.2. Keep them one page long, if possible.

1.20.2.3. Include emergency action procedures.

1.20.2.4. Make them bilingual, if necessary.

1.21. Maintaining Technical Orders (T.O.).

- 1.21.1. Establish an independent T.O. account with the base technical order distributing office.
- 1.21.2. Maintain those T.O.s required for individual base support requirements.
- 1.21.3. Maintain additional T.O.s required for training and deploying.

1.22. Reporting of Technical Data and Materiel Deficiencies.

- 1.22.1. Identify any errors, contradictions, procedures requiring clarification, and materiel deficiencies following specific procedures in T.O.s 00-5-1, *AF Technical Order System*, and 00-35D-54, *USAF Materiel Deficiency Reporting system*.
- 1.22.2. See T.O. 00-5-1 for specific guidance on preparing AFTO Form 22, Technical Order Improvement Report and Reply.

1.23. Obtaining Waivers to This Instruction. Send requests for waivers to your MAJCOM. Make sure each request:

- 1.23.1. Explains all the circumstances.
- 1.23.2. Defines the exact limits of the waiver.
- 1.23.3. Specifies its duration.
- 1.23.4. Describes alternate procedure and explain how it will ensure safety.
- 1.23.5. Shows waiver request coordination.
- 1.23.6. MAJCOMs may waive provisions of this instruction for 90 days and send an information copy to HQ USAF/ILSP. HQ USAF/ILSP must approve waivers required for more than 90 days.

1.24. Records Disposition. Maintain and dispose of all records created by processes prescribed by this instruction IAW AFMAN 37-139, Records Disposition Schedule.

Chapter 2

DUTIES OF ORGANIZATIONS INTERACTING WITH FUELS MANAGEMENT

2.1. HQ USAF. The Directorate of Supply, Supply/Fuels Policy Division (HQ USAF/ILSP):

- 2.1.1. Establishes US Air Force policy for managing petroleum resources.
- 2.1.2. Provides staff supervision to effectively implement the management concepts outlined in this instruction.
- 2.1.3. Furnishes fuel storage and dispensing facilities justification. Reviews the military construction program to ensure adequate petroleum support of the worldwide mission.
- 2.1.4. In coordination with HQ USAF/ILMM, approves waivers to T.O. 00-25-172.
- 2.1.5. Validates MAJCOM-generated wartime fuel requirements.
- 2.1.6. Develops petroleum budget estimates and accomplishes other financial and commodity management responsibilities.
- 2.1.7. Provides representation and staff support to the Defense Energy Policy Council and the Office of the Secretary of Defense, Materiel and Resource Management Policy Directorate.
- 2.1.8. Manages the Logistics Education Advancement Program (LEAP) and the Fuels Management Professional Enhancement Program (PEP) according to [Attachment 3](#).
- 2.1.9. Fuels Management Steering Group (FMSG). The Chief of Supply/Fuels Policy Division chairs the FMSG, the primary forum to coordinate fuels policy. The Director of Aerospace Fuels, SA-ALC/SF, Air Force Petroleum Office (AFPET), the Fuels Training Division Chief at Sheppard AFB, Fuels Officer Block Instructor from Lackland AFB, each MAJCOM Fuels Management Division Chief and Senior Enlisted Manager attend the FMSG annually. Only the members listed above may provide input and vote on issues. 2F000 CMSgt's may attend open sessions as space permits. Members:
 - 2.1.9.1. Determine issues to brief the Air Force Supply Executive Board (AFSEB).
 - 2.1.9.2. Discuss common fuels management problems.
 - 2.1.9.3. Plan and establish command asset priorities.
 - 2.1.9.4. Determine new equipment requirements.
 - 2.1.9.5. Discuss staffing needs.
 - 2.1.9.6. Discuss new changes, directives, and future developments.
 - 2.1.9.7. Recognize outstanding achievements.
 - 2.1.9.8. Plan energy conservation goals.
 - 2.1.9.9. Set fuels management goals.
- 2.1.10. Fuels Career Field Enhancement Conference (FCFEC). The Fuels Career Field Manager chairs the FCFEC on an annual basis, prior to the FMSG to develop 2F0X1 career field policy and formulate proposals for presentation to the FMSG.

2.1.10.1. MAJCOMS will solicit agenda topics from field units after the conference date has been announced.

2.1.10.2. MAJCOMs submit potential discussion items to HQ USAF/ILSP using the format at [Attachment 14](#).

2.1.11. Attendees include:

2.1.11.1. 2F000 CEM and CMSgt-selectees.

2.1.11.2. An enlisted member from each MAJCOM not assigned a 2F000 CEM.

2.1.11.3. The AFPC fuels (2F0X1) functional representative.

2.1.11.4. Senior enlisted member from the AFPET.

2.1.11.5. The fuels training division superintendent (Sheppard AFB).

2.1.11.6. Logistics education advancement program (LEAP) personnel.

2.1.11.7. Personnel (2F0X1) assigned to MAJCOM inspector general positions.

2.1.11.8. The Air Force Logistics Management Agency (AFLMA) Fuels Analysis Branch Representative.

2.2. Defense Energy Support Center (DESC). Acts as the worldwide-integrated materiel manager (IMM) for wholesale bulk petroleum products IAW DoD 4140.25M.

2.2.1. In CONUS areas, DEO/DERs monitor customer activity, capability, and operating practices.

2.2.2. In overseas areas, the Joint Petroleum Offices (JPO) of the unified commands provide assistance to DESC and DEO/DERs for IMM.

2.3. San Antonio Air Logistics Center, Directorate of Aerospace Fuels (SA-ALC/SF):

2.3.1. Finances all retail fuels activity conducted on Air Force bases worldwide.

2.3.2. Submits procurement requests to DESC to cover special situations.

2.3.3. Processes fuel transactions that are applicable to the Supply Management Account Group-Fuels Division.

2.3.4. Prepares budget data and financial programs and executes operating program.

2.3.5. Publishes the Air Force Fuels Directory.

2.3.6. Acts as the service control point for Air Force fuel requirements and inventory management.

2.3.7. Submits requests for into-plane contracts to DESC.

2.3.8. Submits requests for special exercises to DESC.

2.3.9. Assembles bulk aviation and ground fuel requirements and submits validated program to DESC.

2.3.10. Reviews fuel requirements for MAJCOMs on quality and financial concerns.

2.3.11. Establishes approval process for all customers.

2.3.12. Acts as the service control point for Air Force fuel quality assurance issues.

- 2.3.13. Provides technical support and quality assurance for fuels, lubricants, chemicals, propellants, and gases worldwide.
- 2.3.14. Ensures quality control on base and operates area aerospace fuels laboratories that provide testing services to bases on samples of fuels and related products.
- 2.3.15. Arranges contract testing on an emergency basis at designated locations.
- 2.3.16. Performs facility and product service engineering.
- 2.3.17. Provides technical guidance on environmental issues.
- 2.3.18. Staffs the Air Force Petroleum, Oil, and Lubricants (POL) Technical Assistance Team which provides technical assistance to detect and correct deficiencies in products, handling procedures, and fuel systems (See [Attachment 15](#)).
- 2.3.19. Manages Petroleum Resource Automated Management (Petrol RAM) program:
 - 2.3.19.1. Automatic Tank Gauging (AST/UST).
 - 2.3.19.2. Automated Fuels Service Station (AFSS).
 - 2.3.19.3. Mobile Automated Fuels Service Station (MAFSS).
 - 2.3.19.4. Aircraft Data Collection/Fuels Dispensing Systems (ADC/FDS).
- 2.3.20. Staffs the Petrol RAM Help-desk which provides technical support, contract management and maintenance assistance for fuels automation equipment.

2.4. Major Command (MAJCOM), Direct Reporting Unit (DRU), and Field Operating Agency (FOA).

- 2.4.1. All MAJCOMs, DRUs, and FOAs:
 - 2.4.1.1. Provide guidance to ensure that assigned units comply with this instruction.
 - 2.4.1.2. Review and validate fuels vehicle and equipment authorizations.
 - 2.4.1.3. Plan and program for fuels facilities required to carry out organizational responsibilities.
 - 2.4.1.4. Consolidate, validate, and submit ground fuel and missile propellant requirements SA-ALC/SF.
 - 2.4.1.5. Promote supply, maintenance, security, and safety discipline in all fuels operations.
 - 2.4.1.6. Obtain quotas for technical training.
 - 2.4.1.7. Participates in energy conservation and energy security programs IAW The Air Force Energy Conservation Plan.
 - 2.4.1.8. Develop fuels support for war and contingency plans.
 - 2.4.1.9. Validate the *War Consumable Distribution Objective* (WCDO) document, and the *Inventory Management Plan* (IMP).
 - 2.4.1.10. Develops fuels wartime requirements IAW the IMP.
 - 2.4.1.11. Manages fuels mobility support equipment (FMSE) storage and training, and program funding for FMSE training.

2.4.1.12. Ensure units comply with all federal, state, local and foreign government environmental laws and regulations.

2.4.2. MAJCOMs with Lead Responsibilities:

2.4.2.1. HQ ACC--Refueling units, FMSE, ATHRS and ABFDS training programs, cryogenic production plants and cryogenic support equipment, such as purge units, vacuum pumps, and cryotainers.

2.4.2.2. HQ AMC--Hydrant servicing vehicles and hose carts.

2.4.2.3. HQ AFSOC--Forward Area Refueling Point (FARP) policy, equipment, training and mobility support.

2.4.3. Duties of Lead MAJCOMs:

2.4.3.1. Work directly with key Air Force Material Command (AFMC) personnel (program managers, item managers, and project engineers).

2.4.3.2. Coordinate requirements with other MAJCOMs, consolidate specification requirements and purchase descriptions, and develop statements of work.

2.4.3.3. Participate in critical design reviews, first article testing and system safety engineering analyses.

2.4.4. The Air Force Logistics Management Agency (AFLMA) is a FOA assigned to HQ USAF/IL and reports directly to HQ USAF/ILX. The AFLMA:

2.4.4.1. Conducts logistics improvement studies and consulting efforts to increase Air Force readiness and combat capability.

2.4.4.2. Develops, evaluates, and recommends improved concepts and methods to enhance logistics efficiency and effectiveness.

2.5. Chief of Supply (LGS).

2.5.1. Resolves problems with maintenance of installed fuels facilities and equipment.

2.5.2. Budgets, requisitions, and accounts for all deicing fluid, alcohol products, and packaged and drummed oils.

2.5.3. Provides personal and safety equipment.

2.5.4. Resolves problems with financial inputs, rejects, etc.

2.5.5. Review semi-annual inspections

2.6. Base Civil Engineer (BCE).

2.6.1. Maintains permanently installed fuels facilities and equipment. Provides 24-hour maintenance capability.

2.6.2. Provides the Tab G-8, *Liquid Fuel Systems*.

2.6.3. Provides detailed schematic charts and specific operating instructions for each pump house, bulk storage area, hydrant area, and service station.

2.6.4. Provides base pipeline inventories (capacity in US gallons) and certified gauging charts (in 1/8-inch increments and US gallons) for each storage tank designated by fuels management.

2.6.5. Paints, marks, and color codes permanently installed fuel facilities, to comply with MIL-STD-101, *Color Code for Pipelines and for Compress Gas Cylinders*, MIL-STD-161 *Identification Methods for Bulk Petroleum Product Systems Including Hydrocarbon Missile Fuels*, and AFOSH STD 91-44, *Safety Color Coding, Labeling, and Marking for Piping Systems*.

2.6.6. Provides emergency power for fuels facilities according to AFI 32-1063, *Electrical Power Systems*.

2.6.7. Provides or contracts vegetation control and grass cutting in fuels management areas (includes dikes and cut and cover tanks).

2.6.8. Establishes a winterization program, removes snow, and prevents water accumulation in tank roof drains.

2.6.9. Inspects, cleans or deactivates tanks and removes tank bottoms and sludge. **NOTE:** Fuels management personnel do not assist in removing manhole covers or engage in any task associated with tank inspection or cleaning. See T.O. 37-1-1, *Operation, Inspection, and Maintenance of Permanently Installed Fuel Storage and Dispensing Systems*.

2.6.9.1. Performs all operations in a manner that complies with all federal, state, local and foreign government laws and regulations.

2.6.10. Performs corrosion control on fixed facilities.

2.6.11. Maintains a war reserve level on dispensing system filter elements.

2.6.12. Provides a sunroof over liquid oxygen and liquid nitrogen storage tanks.

2.7. Transportation (LGT).

2.7.1. Maintains vehicles, hose carts, mobile pantograph systems, FARP equipment and FMSE (excluding bladders, seal drums, and additive injectors).

2.7.2. Accomplishes meter calibration, filter-separator element changes, hydrostatic hose testing, and other scheduled maintenance actions.

2.7.3. Maintains, orders, and installs fuel couplers, connections, nozzles, strainers, decals, and related items.

2.7.4. Accomplishes a corrosion control program on refueling equipment.

2.7.5. Promptly responds to towing requests for inoperative fueling vehicles.

2.7.6. Assists the fuels preventive maintenance checkpoint to correct minor discrepancies on the spot.

2.7.7. Maintains a war reserve level on refueling equipment filter separator elements.

2.7.8. Annually reviews vehicle depot maintenance requirements.

2.8. Aircraft Maintenance.

2.8.1. Coordinates refueling support requirements and schedules maintenance activities to minimize any delay of refueling support during aircraft servicing operations.

2.8.2. Furnishes the weekly aircraft utilization and maintenance schedule and promptly notifies the FMT of schedule changes.

2.8.3. Assists fuels personnel in positioning refueling equipment.

2.8.4. Connects and disconnects nozzles and couplers.

2.8.5. Assists in filling liquid oxygen and nitrogen servicing carts.

2.8.6. Establishes aircraft fuel servicing requests through the Command Post maintenance coordination function. Where more than one agency requests fuel servicing, the Command Post provides written servicing priorities for assigned, tenant, and transient aircraft.

2.8.7. Parks or tows aircraft to hydrant outlets.

2.8.8. Provides the reason for defuel, estimated quantity, and the fuel grade to the Resource Control Center.

2.8.9. Prior to defuel, verifies the last grade of fuel serviced to the aircraft by checking AFTO Form 781F, *Aircraft Maintenance Log*. Note: If aircraft was fueled with JP-8+100 notify the RCC.

2.8.10. Segregates and recovers petroleum products drained from aircraft and support equipment.

2.9. Missile Maintenance. Forecasts and reports missile propellant requirements according to AFMAN 23-110, Volume I, Part Three.

2.10. Wing Safety Office. Performs annual inspections of the fuels flight in conjunction with annual unit inspection. Performs other inspections as needed or requested by the FMT.

2.11. Base Bioenvironmental Engineering. Performs required inspections of fuel functions and upon request of the FMT.

2.12. Wing/Group/Organization Commanders.

2.12.1. See paragraph 1.15. for wing and group commander hydrant use responsibilities.

2.12.2. See paragraph 6.11. for the support group commander's responsibilities concerning the entry and exit control of petroleum transport vehicles.

2.12.3. See paragraphs 1.16. and 1.17. for the organization commander responsibilities concerning organizational fuel tanks and vehicle fuel servicing.

Chapter 3

IMPLEMENTING THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM

3.1. The FMT:

- 3.1.1. Ensures the fuels management function complies with all applicable DoD and Air Force Occupational Safety and Health Instructions to protect the health of personnel exposed to fuel.
- 3.1.2. Develops and implements cost-effective business improvements and process reengineering initiatives to minimize and control environmental, safety and occupational health risks.
- 3.1.3. Applies Operational Risk Management (ORM) techniques to identify and manage risks, comply with environment, safety and occupational health standards, improve performance, enhance personnel effectiveness and, where possible, reduce costs.

3.2. Providing Protective Equipment and Personnel Clothing.

- 3.2.1. The FMT budgets for and provides protective equipment to all fuels personnel. Protective equipment includes:
 - 3.2.1.1. Cold and foul weather gear.
 - 3.2.1.2. Ear plugs or ear protectors for high noise areas.
 - 3.2.1.3. Cream or soap to prevent dermatitis.
 - 3.2.1.4. Goggles and visors for eye hazard areas.
 - 3.2.1.5. Specialized gloves and aprons for handling hazardous materials.
 - 3.2.1.6. Coordinate with wing safety on respirators for entering toxic environments, i.e. permit required confined spaces.
 - 3.2.1.7. Safety-toe boots.

NOTE:

Consult with the Base Bioenvironmental Engineer (BEE) on all matters regarding the provision of, or changes to, personal protective equipment for workers covered under this instruction.

3.2.2. The FMT ensures:

- 3.2.2.1. Personal safety equipment is properly used.
- 3.2.2.2. Personnel are aware potential occupational hazards and how to protect themselves.
- 3.2.2.3. Physical examinations for occupational health are performed in a timely manner.
- 3.2.2.4. Rubberized foul weather gear, gortex uniforms, wool socks, wool glove inserts, or arctic parka caps (where authorized) are available for use.
- 3.2.2.5. Personnel receiving, storing, issuing, and sampling petroleum and cryogenic products wear protective clothing per AFOSH Standards 91-31 and 91-67, and T.O. 00-25-172. These items are allowed in AS 016.
- 3.2.2.6. Fuels personnel wear reflective vests, arm bands, belts or other safety devices currently listed in AS 016.

3.2.2.7. Emergency showers or eyewashes and spill clean-up materials are available.

3.2.2.8. Safety observers wear the equipment or remain out of hazard range with the equipment immediately available.

3.3. Duties of the Fuels Safety Monitor. The FMT appoints the safety monitor in writing to:

3.3.1. Establish a safety program according to AFI 91-301, *The US Air Force Occupational Safety, Fire Prevention, and Health Program* and AFOSH standards.

3.3.2. Provide element supervisors topics to present at daily safety briefings. Attends safety briefings on a random basis to check for effectiveness.

3.3.3. Brief all fuels personnel at least semi-annually on safety matters. This briefing includes hazards, safety precautions, first-aid measures and off-duty seasonal hazards and precautions.

3.3.4. Inspect the fuels management activity semi-annually using an AF Form 2420, *Quality Control Inspection Summary*, or computer product. Semi-annual inspections may be combined with internal evaluations performed by Compliance.

3.3.5. Establish an effective hazard reporting system according to AFI 91-204, *Investigating and Reporting Mishaps*.

3.4. Two Person Policy.

3.4.1. The FMT ensures commercial contractor employees, aircraft maintenance technician, or other individual knowledgeable of the hazards involved and corrective actions to take in an emergency acts as a second person when necessary. (see para. 1.12.)

3.4.2. Two people must be present when:

3.4.2.1. Servicing aircraft, including refueling, defueling, and hot refueling.

3.4.2.2. Issuing fuel to organizational tanks.

3.4.2.2.1. The two person policy does not apply to diesel, MOGAS or non-aircraft aviation fuel issues. Therefore, issues to vehicles, equipment and organization fuels tanks do not require a second person.

3.4.2.2.2. There may be circumstances due to specific safety, accounting or environmental reasons the two person policy is needed for non-aircraft aviation issues. This will be a local FMT determination. AFI 23-204 outlines responsibilities for issuing fuel to organizational tanks.

3.4.2.3. Enter confined spaces IAW AFOSH standard 91-25, *Confined Spaces*.

3.4.2.4. Gauging and sampling above ground tanks. **NOTE:** When gauging a floating roof tank from the roof, or when anyone descends to the roof, one person remains on the platform at the top of the tank shell. In gauging all other types of above ground tanks, one person remains on the ground. (Exception: above ground low profile tanks under 10 ft). When required personnel must use a self-contained breathing apparatus when descending onto floating roof tanks equipped with geodesic domes.

3.4.2.5. Generating or transferring cryogenic fluids.

- 3.4.2.6. Transferring high pressure gases.
- 3.4.2.7. Off-loading tank cars or tank trucks.
- 3.4.2.8. Filling trucks or returning fuel to bulk storage.

NOTE:

Does not apply when returning fuel to bulk storage equipped an automatic high level shut-off valve and trucks are equipped with a deadman control or during fillstand operations when the fillstand is equipped with a deadman control or scully type overfill prevention system. These one-person operations require constant contact with the RCC.

- 3.4.2.9. Transferring and receiving fuel. Requires one person at the transfer point and one person at the receiving point.
- 3.4.2.10. Collecting fuel samples from fixed fuel systems. **NOTE:** One person takes the sample and the second person in the general area is aware of the operation.
- 3.4.2.11. Performing laboratory operations IAW AFOSH standard 91-38, *Hydrocarbon Fuels-General*.

3.5. Preventing Fires.

3.5.1. Controlling Smoking Materials.

- 3.5.1.1. Do not smoke or use spark/flame-producing devices in any refueling unit, fuel pump house, fuel or cryogenics storage area, or laboratory (excluding flashpoint tester).
- 3.5.1.2. Post and enforce smoking restrictions.
- 3.5.1.3. The fire department designates smoking areas.

3.5.2. Controlling Static Electricity.

- 3.5.2.1. The fuels safety monitor familiarizes personnel with the nature of static electricity and the hazards of static charges when handling fuels, as outlined in T.O. 00-25-172.
- 3.5.2.2. Do not don or remove outer garments within the Fuels Servicing Safety Zone.

3.6. Laboratory Safety.

- 3.6.1. Use specialized laboratory equipment.
- 3.6.2. Fuels laboratory personnel must take precautions to ensure the area is safe for testing.
- 3.6.3. See AFOSH Standard 91-38, *Hydrocarbon Fuels, General*.

3.7. Limiting Foreign Object Damage (FOD).

- 3.7.1. Inspect all fueling equipment for foreign objects during the daily operator inspection.
- 3.7.2. When operating vehicles on unpaved surfaces, inspect for, and remove foreign objects before traveling on the flight line.
- 3.7.3. Do not drive fueling vehicles over "FOD shakers."

3.8. Using Chocks. Chock all fuel servicing vehicles IAW T.O. 00-25-172.

3.9. Marking Fuels Collection/Storage Containers. Mark all containers according to T.O. 42B-1-23.

Chapter 4

ESTABLISHING A SECURITY PROGRAM

4.1. Duties of the Security Monitor. The FMT appoints the security monitor in writing to:

- 4.1.1. Review security plans, programs and training, and recommend improvements.
- 4.1.2. Provide all fuels personnel with security training. Conduct training on arrival and annually thereafter.
- 4.1.3. Conducts an information security program according to AFI 31-401, *Information Security Program Management*.
- 4.1.4. Familiarizes fuels personnel required to enter or approach controlled or restricted areas with AFI 31-209, *Air Force Resource Protection Program*, and AFI 31-101V1, *Air Force Physical Security Program*.
- 4.1.5. Consults the Base Resource Protection Committee concerning fuels facilities, equipment, and petroleum products protection.
- 4.1.6. Instructs computer operators on computer security procedures outlined in AFI 33-202, *The Air Force Computer Security Program*.
- 4.1.7. Institutes measures to secure fillstand servicing controls and fueling units required by T.O. 37-1-1.

4.2. Securing Fuels Facilities and Equipment.

- 4.2.1. When not attended, the FMT locks:
 - 4.2.1.1. All access and dispensing points on ground fuel equipment. Secure sump and tank drains in a manner which prevents access to cargo tank contents.
 - 4.2.1.2. Dispensing pump nozzle handles or main power source, except on automated dispensing pumps.
 - 4.2.1.3. Gates of all fenced areas within fuels management control when areas are not staffed or under surveillance.
 - 4.2.1.4. Gauge hatches and other access points on all storage and hydrant tanks outside of protected (fenced) areas unless exempted by the Base Resource Protection Committee.
 - 4.2.1.5. Electrical control panels and bulk fuel off-loading systems outside protected areas.
 - 4.2.1.6. Attach locks to a hasp, chain, handle, or other device of equivalent protective strength.
- 4.2.2. Establish proper key control. (Recommend magnetic locks for areas where climatic conditions are severe.) Obtain prior approval from the local Resource Protection Committee to use combination locks.

Chapter 5

DUTIES OF THE FUELS MANAGEMENT TEAM

5.1. Fuels Management Team (FMT). The Fuels Management Flight Commander (FMFC) and Fuels Manager/Superintendent form a two-person team to:

5.1. (AMC) Fuels Management Team.

5.1.1. Manage the requisition, receipt, storage, issue, quality, accounting of petroleum fuels, issue of demineralized water, and the requisition and accounting of missile propellants.

5.1.1. (AMC) The preferred method of procuring cryogenic products is the Government-Wide Purchase Card (formerly known as IMPAC card). A source of liquid oxygen must meet the military specifications and requirements of T.O. 42B6-1-1. The exception to this policy is a procurement exceeding \$25,000 per purchase. If the exception applies contact DESC-RR.

5.1.2. Manage fuel servicing and cryogenic operations and ensure compliance with the aircraft servicing priority listing.

5.1.3. Maintain bulk petroleum war reserve stock (BPWRS) and develop emergency fuel support plans.

5.1.4. Validate all emergency war order (EWO), contingency and exercise plans requiring fuel support, when required by the unit mission.

5.2. Establishes the Fuels Administrative and Local Area Network (LAN) Functions:

5.2. (AMC) Establishes the Fuels Administrative and Local Area Network (LAN) Functions. All problems associated with the Fuels Automated System (FAS), FAS Enterprise Server, or Fuels Manager will be promptly reported to the FAS Help-Desk. All problems associated with Automatic Tank Gauging, Automated Data Collection, and Automated Fuel Service Station/Mobile Automated Fuel Service Station will be reported to Space and Naval Warfare Center (SPAWAR) Integrated Service Center 24 Hr Help Desk. Send an informational copy of SPAWAR reported problem(s) to AMC/LGSF via e-mail.

5.2.1. Prepares and maintains all formal correspondence and ensures proper distribution of all correspondence, reports, publications, and forms.

5.2.2. Implements and maintains all computer systems/network equipment.

5.2.3. Acts as the control point for maintenance of all publications, directives and Technical Orders (T.O.s). [Attachment 1](#) contains a list of major T.O.s and ASs related to the fuels career field.

5.3. Lockout/Tagout Program. The FMT:

5.3.1. Establishes a lockout/tagout program IAW AFOSH STD 91-45.

5.3.2. Assigns responsibility for caution tags to the fuels laboratory supervisor.

5.3.3. Makes the determination as to which element will manage danger tags.

NOTE:

Danger tags and caution tags are managed IAW the above reference. Additional guidance is provided for caution tags in para [7.17](#). This guidance applies to danger tags as it relates to that program.

5.4. Designed Operational Capability (DOC) Statements.

5.4.1. DOC Statement. Review the DOC statement to ensure the ability to provide the designated support requirements. The DOC is the baseline for Status of Resources and Training System (SORTS) reporting.

5.4.2. Unit Type Codes (UTC).

5.4.2.1. See AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*, on how UTCs are used in war planning.

5.4.2.2. UTC JFDES, Fuels Support Kit.

5.4.2.2.1. All fuels management flights providing UTC as part of a lead core unit must maintain a JFDES fuels support kit. Note: A description of all fuels UTC's can be found in AFPAM 23-221, *Fuels Logistics Planning*.

5.4.2.2.2. For standardization, the kit contains only those items identified in the Logistics Force Packaging Subsystem (LOGFOR).

5.4.2.2.3. Deploy the kit with the initial support package required to support aircraft regeneration.

5.4.2.2.4. Maintain any unit-unique or MAJCOM-directed items separately from the JFDES fuels support kit.

5.5. Preparing Required Reports.

5.5. (AMC) Preparing Required Reports.

5.5.1. Status of Resources and Training System (SORTS).

5.5.1.1. Report IAW AFI 10-201, *Status of Resource and Training Systems*.

5.5.2. Preparing the RCS: HAF-LGS(AR)7108, *Bulk Petroleum Contingency Report (REPOL)*. The REPOL report provides CSAF, HQ USAF/ILSP and the major commands with summary information on the damage and deficiencies affecting bulk petroleum supplies, storage and distribution systems, and supplements data in the CFMS database.

5.5.2.1. Submit REPOL reports according to CJCSM 3150.14, *Joint Reporting Structure Logistics* or when requested by HQ USAF/ILSP.

5.5.2.1. (AMC) Preparing Required Reports. Refer to the AMC Fuels Policy Letters for REPOL reporting guidance and format. This precludes your need to maintain CJCSM 3150.14.

5.5.2.2. This report is designated emergency status code C1: Continue reporting during emergency conditions, priority precedence.

5.5.2.3. Continue reporting during *MINIMIZE*.

5.5.2.4. Provide equipment and personnel status in the report "Remarks" section.

5.5.3. Miscellaneous Reports.

5.5.3.1. HQ USAF/ILSP and MAJCOMs provide guidance for any other required reports to include after action/trip reports.

5.5.3.1. (AMC) Provide after action/trip reports to HQ AMC/LGSF NLT 30 days after completion of a trip. Reports will include (1) Purpose; (2) Traveler's information (name, rank, etc.); (3) Discussion (dates and times of events, work accomplished during TDY, include gallons refueled, number of transactions, etc.) and (4) Conclusion/Recommendations.

5.6. Developing an Alert Recall Plan. The FMT:

- 5.6.1. Prepares and distributes an alert recall plan.
- 5.6.2. Ensures the plan remains current at all times.
- 5.6.3. Develops an alternate notification procedure to use during a telephone communications failure.

5.7. Preparing Fuel Support Plans. Use AFPAM 23-221, Fuels Logistics Planning, as a guide when preparing fuels appendixes to the base war support plan, operation plans, and mobility support plans. Basic references required to prepare a valid support plan include:

5.7. (AMC) Preparing Fuel Support Plans. Submit a copy of your Fuel Support Plan using AFI 10-404 and AFPAM 23-221 to HQ AMC/LGSF by 31 March of each year or when changes to operation dictate. Ensure capabilities are realistic and correlate with other formal fuel capability reports. The FMT will assess their capabilities to support wartime fuel requirements tasked by current operational plans (OPLAN) and ensure any deficiencies are reported to HQ AMC/LGSF.

- 5.7.1. Inventory Management Plan extract.
- 5.7.2. Emergency Distribution Plan (EDP)
- 5.7.3. Aircraft Parking Plan
- 5.7.4. Base Wartime Aircraft Activity Report
- 5.7.5. Air Mobility Command minimum ground times
- 5.7.6. Time Phased Force Deployment Data (TPFDD)
- 5.7.7. Strategic Tool for Employment Planning (STEP)

5.8. Reviewing the War and Mobilization Plan (WMP). Coordinate with logistics plans personnel to review the Wartime Aircraft Activity Report (WAAR) WMP to ensure you can support the aircraft activity listed.

5.9. Maintaining Bulk Petroleum War Reserve Stock (BPWRS).

5.9. (AMC) Maintaining Bulk Petroleum War Reserve Stock (BPWRS).

- 5.9.1. Inventory Management Plan (IMP). Review IAW DoD 4140.25-M. MAJCOMs provide the bases their extract from the IMP.
- 5.9.2. Prepositioned War Reserve Materiel Stock (PWRMS) for Non Petroleum Products. Refer to AFI 25-101, *Instruction for War Reserve Materiel*.
 - 5.9.2.1. Maintain LOX/LIN WCDO levels through in-house production and/or a commercial source

5.9.3. Penetration of Minimum Inventory Levels. Report minimum inventory penetrations exceeding a 72-hour period according to DoD 4140.25-M, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*. Forward an information copy of all penetrations to MAJCOM Fuels Office.

5.9.4. Maximum 1 day requirements:

5.9.4.1. Coordinate with base LGX to obtain MAX 1-day requirements from the WMP.

5.9.4.1. (AMC) HQ AMC/LGSF will provide max 1-day fuel requirements as OPLANs change.

5.10. Fuels Facility Plan. Obtain updated liquid fuels system drawings, Tab G-8, from the BCE. Provide a current copy to parent MAJCOM during March of each odd year (i.e. 1999, 2001, etc.) and when major changes occur. Fuels managers must color code active facilities by product on drawings IAW clipboard color scheme described in [Attachment 9](#). Identify all major fuels facilities by name (i.e., RCC, LAB, RFM, etc.).

5.11. Maintaining Emergency Power Capability.

5.11.1. Identify and coordinate emergency power requirements with BCE.

5.11.2. Preposition emergency generators at bulk storage and hydrant facilities.

5.11.3. Write procedures in emergency support plans to provide power when generators cannot be prepositioned.

5.11.4. Train fuels personnel to operate emergency power generators according to AFI 32-1063, *Electrical Power Systems*.

NOTE:

Fuels personnel are not authorized to verify the emergency power generator wiring. BCE personnel will ensure the proper generator connection.

5.12. Operating a Fuels Radio Net. A separate radio net for the fuels management activity is required.

5.12.1. Fuels personnel will be trained on radio operation procedures and transmission discipline.

5.12.2. [Attachment 2](#) lists the radio transmission codes.

5.12.3. MAJCOMs may waive the single net requirement at low use locations.

5.13. Facility Requirements. When developing or reviewing fuels facilities project requests, refer to Air Force Handbook 32-1084, *Facility Requirements*. This handbook provides facility space allowance criteria by category code and its companion document, AFI 32-1024, *Standard Facility Requirements*, lists OPRs and provides an overview of the facility requirements system. Cold weather locations will be provided with an in-door preventive maintenance facility.

5.14. Computing Refueling Equipment Authorizations.

5.14.1. Use AS019 to compute peacetime vehicle authorizations.

5.14.2. Review authorized fueling vehicles (aviation and ground products), including WRM vehicles, every two years or when mission changes dictate, to determine if shortages or overages exist.

5.14.3. Furnish a LGT coordinated copy of the validation to the MAJCOM.

5.14.4. Maintain source documents until the completion of the next validation.

5.14.5. Refer to AS019 for type and number of vehicles to accomplish various refueling operations.

5.15. Providing Covered Structure for Fueling Units. In cold weather and heavy snowfall areas, submit a work request for heated facilities to park fueling units.

5.16. Understanding the Management Engineering Program (MEP). See [Attachment 10](#) for general information on the MEP.

5.16.1. Fuels functional responsibilities in the MEP:

5.16.1.1. Know the Air Force Manpower Standard (AFMS) for Fuels Management AFMD 41D1.

5.16.1.2. Evaluate the number of people assigned to the fuels flight.

5.16.1.3. Take action to identify personnel overages/shortages.

5.16.1.4. Request manpower to accomplish the mission as necessary.

5.16.2. Taking a proactive role during the manpower standards development process:

5.16.2.1. Know the study schedule.

5.16.2.2. Provide recommendations to the functional review workshop.

5.16.2.3. Review all study documentation such as work center description, measurement plan, and final report for accuracy and provide any corrections.

5.16.2.4. Verify measurement data accuracy.

5.16.2.5. Coordinate on manpower variances.

5.16.2.6. Assist in developing work center productivity enhancements.

5.16.2.7. Submit manpower change requests to local Manpower Quality Office (MQO).

5.16.2.8. Assist the MQO in assessing and validating wartime manpower requirements.

5.16.3. Monitor the Unit Manpower Document (UMD) and Unit Personnel Management Roster (UPMR).

5.16.3.1. Monitor increases and decreases in the unit's authorized strength to ensure the authorized number of people are sufficient to do the job.

5.16.3.2. Review the UPMR to ensure it reflects the people assigned against the number of positions authorized on the UMD.

5.16.3.3. Coordinate with the MQO to correct errors.

Chapter 6

CONDUCTING FUELS OPERATIONS

Section 6A—Fuels Operations Supervisor

6.1. Duties of the Fuels Operation Supervisor.

6.1. (AMC) Duties of the Fuels Operation Supervisor.

- 6.1.1. Supervises the distribution, storage, cryogenics and propellants storage functions.
- 6.1.2. Review aircraft flying schedules for fuels support requirements and tailor work shifts accordingly.
- 6.1.3. Provide proper security, storage, and operator maintenance of assigned equipment.
- 6.1.4. Submit requests for facility and equipment changes.
- 6.1.5. Review Compliance evaluation reports and validate corrective actions.
- 6.1.6. Report training requirements to the fuels training supervisor.
- 6.1.7. Manage assigned vehicles.
- 6.1.8. Establish product rotation procedures for hydrant and bulk storage facilities.
- 6.1.9. Regularly use all tanks, transfer pipelines, pumps, meters, filter-separators, and fillstand to help prevent deterioration of pumps, seals, and gaskets.
- 6.1.10. Exercise alternate resupply/receipt mode capability on those modes which have not been used at least semi-annually.

6.1.10. (AMC) Tank truck off-loading areas must be in compliance with current environmental regulations. Exception to this policy is authorized with written concurrence from your local Civil Engineering Environmental Flight and your Squadron Commander. This includes DESC sponsored, Army controlled POLEX operations.

6.1.11. (Added-AMC) Ensure Automatic Tank Gauging (ATG) is tested for reliability semi-annually (during EOM closeout) and documented on AFTO Form 39. Reliability testing will consist of manually gauging each tank and comparing results with ATG readings. Differences of one-half inch or greater will require repeatability testing. Repeatability testing consists of a 3-day period of manual gauging affected tanks and comparing manually measurements with ATG. Contact SPAWARS IAW with paragraph 5.2. if consistent differences of one-half inch or greater exist.

Section 6B—Fuels Distribution

6.2. Duties of the Fuels Distribution Supervisor.

- 6.2.1. Supervises expeditors, hydrant refueling, mobile refueling, and preventive maintenance.
- 6.2.2. Assists the fuels operations supervisor in performing the duties listed in paragraph 6.1 and ensures actions directed by the RCC are accomplished in a safe and efficient manner.

- 6.2.3. Establishes an effective daily preventive maintenance program to ensure maximum serviceability of all fueling equipment and facilities.
- 6.2.4. Coordinates with BCE and vehicle maintenance on scheduled maintenance and deficiencies.
- 6.2.5. Reviews aircraft flying schedules to ensure resources are available to accomplish fueling operations.
- 6.2.6. Reviews all fuels documents for accuracy and completeness daily, in coordination with the bulk storage supervisor.
- 6.2.7. Spot-checks operator's preventive maintenance, flight-line operations, and vehicle checkpoint procedures.
- 6.2.8. Reviews inspection records for permanently installed hydrant facilities, AFTO Forms 39, *Fuel System Inspection and Discrepancy Report*.
- 6.2.9. Reviews AF Form 824 or automated equivalent daily and takes corrective action when necessary.

6.3. Duties of the Fuels Expediter.

- 6.3.1. Assists in coordinating and directing fuel servicing operations.
- 6.3.2. Evaluates fueling operations, initiates action to correct deficiencies, terminates unsafe operations, and reports discrepancies.
- 6.3.3. Maintains a tool kit for on-the-spot repairs and assists operators with problems.
- 6.3.4. Provides assistance for hydrant servicing operations.
- 6.3.5. Maintains close liaison with the RCC to report progress of operations and coordinate changes in scheduled work plans.
- 6.3.6. Establish a tool control program with periodic inventory to account for tools.

6.4. Duties of the Hydrant Supervisor.

- 6.4.1. Operates and performs operators maintenance of the hydrant system, hose carts, associated dispensing systems, pantographs, and hydrant servicing vehicles.
- 6.4.2. Transfers fuel between the hydrant system and bulk storage.
- 6.4.3. Establishes a hydrant system flushing program according to T.O. 37-1-1.
- 6.4.4. Performs preventive maintenance inspection on hoses, hose trucks, hydrant servicing vehicles, pantographs, and hose carts. If more than 1 day has passed since the last inspection, inspects the equipment prior to use.

NOTE:

At a minimum all fuel servicing equipment will be inspected every 14 days.

- 6.4.5. Updates the hydrant status board in FAS.

NOTE:

These maintenance functions may be performed by the preventive maintenance function at the FMT's discretion.

6.5. Duties of Mobile Refueling Supervisor.

- 6.5.1. Coordinates with the fuels training supervisor for drivers' school training and ensures personnel are certified on the equipment.
- 6.5.2. Initiates driver disqualification action when an individual's attitude, mental, or physical conditions are potentially unsafe for operating vehicles.
- 6.5.3. Familiarizes refueling unit operators with flight line safety, aircraft parking ramps, runway crossings, aircraft taxiways, and control tower signals.

6.6. Duties of the Preventive Maintenance Supervisor.

- 6.6.1. Inspects refueling vehicles and equipment.
- 6.6.2. Performs inspections each day the equipment is used.
- 6.6.3. Inspects all equipment at least every 14 days.
- 6.6.4. Uses the operator's inspection guide and trouble report.
- 6.6.5. Removes unsafe or inoperable equipment from service and reports to vehicle maintenance for corrective action.
- 6.6.6. Coordinates with refueling maintenance to ensure all required equipment is turned in on time for scheduled and unscheduled maintenance inspections.
- 6.6.7. Trains personnel to properly inspect and record operator's inspection results on appropriate forms. Coordinate with LGTO to ensure compliance with local, state and federal laws.
- 6.6.8. Reviews the vehicle operator inspection forms and checks each vehicle or piece of equipment before it is released for service.
- 6.6.9. Updates the truck status board in FAS.
- 6.6.10. Establishes an effective mobile equipment corrosion control program.
- 6.6.11. Establishes a special purpose vehicle checkpoint.
- 6.6.12. Use a team concept and assign specific tasks to team members. For example, one member operates the vehicle, another is placed in front of the unit and another to the rear.
- 6.6.13. The team chief annotates the discrepancies on applicable forms.
- 6.6.14. Team members take vehicles with discrepancies that are not waived or deferred, to the refueling maintenance shop.
- 6.6.15. Inspect pre-positioned or dispersed vehicles in place at the option of the FMT.
- 6.6.16. A vehicle checkpoint is not required at non-flying activities, but operator inspection is required according to applicable publications.

6.6.17. A covered shelter is required at locations where inclement weather poses a hazard to personnel.

6.6.18. Performing Vehicle Pre-check. In addition to the daily inspection each vehicle operator performs a pre-check prior to vehicle use:

6.6.18.1. Check applicable vehicle inspection form to ensure the vehicle was inspected at check-point within the last 24 hours.

6.6.18.2. Perform a "walk around" inspection of the vehicle, checking for damage, fluid leaks, and other obvious discrepancies such as flat tires.

6.6.18.3. Do not move the vehicle if it fails the check.

6.6.18.4. Report the discrepancy to the RCC and take corrective action per instructions.

Section 6C—Fuels Bulk Storage

6.7. Duties of the Bulk Storage Supervisor.

6.7. (AMC) Duties of the Bulk Storage Supervisor.

6.7.1. Supervises bulk storage, service station, and cryogenics storage except when a separate cryogenics production element is authorized.

6.7.2. Receives, stores, transfers, inventories, and documents storage transactions of bulk fuels, deicing fluid, methanol, anhydrous ammonia, liquid oxygen, liquid nitrogen, Liquefied Petroleum Gas (LPG), Compressed Natural Gas (CNG) and other FP products.

6.7.3. Takes visual samples during receipts.

6.7.4. Performs inspections and organizational maintenance on all bulk storage facilities and equipment.

6.7.4.1. Records deficiencies or malfunctions on AFTO Form 39, *Fuel System Discrepancy and Inspection Record*.

6.7.4.2. Obtains service call numbers from BCE and enters it on the AFTO Form 39.

6.7.4.3. Obtains the BCE representative initials and dates the AFTO Form 39 when the deficiencies are corrected.

6.7.4.4. Observes the condition and performance of installed filters, separators, and strainers.

6.7.4.5. Updates the storage status board in FAS.

6.7.5. Coordinates with the BCE on scheduled maintenance and tank cleaning.

6.7.6. Transfers fuel between bulk storage and hydrants.

6.7.6.1. Coordinates the transfer by telephone or radio.

6.7.6.2. Bulk storage and hydrant operators must remain in the immediate vicinity for the entire transfer IAW T.O. 37-1-1.

6.7.6.3. Establish contact every 10 minutes between the transfer and receiving points during the last 30 minutes of the estimated transfer time.

6.7.6.4. For those bases with Fuels Manager software program installed, monitor transfer/receipt progress during operation.

6.7.6.4. (AMC) Monitoring receipts and transfers via Fuels Manager software does not relieve the requirement to physically monitor fuel movements.

6.7.7. Takes inventories according to AFMAN 23-110, Volume I, Part Three and DoD 4140.25M.

6.7.8. Base Service Station.

6.7.8.1. Maintain a service station to provide automotive gasoline and diesel fuel or alternative fuels for all authorized vehicles and equipment.

6.7.8.2. Ensure the service station is equipped with a phone accessible to customers for use in reporting emergencies. Post a sign listing operating hours and contact point for after hours support.

6.8. Preventing Fuel Commingling. The operations supervisor:

6.8.1. Installs a lock control system when more than one grade of fuel is stored in the same area. A product selection device (different size couplers and nozzles) is an alternative to mechanical locks.

6.8.2. Locks receiving points located outside a secure or fenced area.

6.8.3. If the tank contains a common receipt/issue line, displace the defueled product into the tank prior to issue from the tank..

6.8.4. Does not return fuel through gauging hatches.

6.9. Verifying the Condition of Fuel Tank Trucks and Cars.

6.9.1. The FMT will ensure tank trucks and tank cars are inspected for hazardous conditions before off-loading.

6.9.2. If hazardous conditions exist:

6.9.2.1. Refuse the receipt.

6.9.2.2. As the FMT deems appropriate notify the local traffic management officer, base safety officer, the base fire chief, the quality assurance representative and the base contracting officer.

6.9.2.3. Document all refusals in writing within 24 hours according to AFMAN 23-110 Volume I, Part Three and DoD 4140.25-M, with an information copy to the parent MAJCOM and DEO/DER.

6.9.3. Guidelines for reporting fuel quality discrepancies.

6.9.3.1. FOB Origin Contracts: Notify the quality assurance representative, MAJCOM and the DEO/DER.

6.9.3.2. FOB Destination Contracts: Notify the supplier, quality surveillance representative, MAJCOM and the DEO/DER.

6.9.3.3. DFSP sourced fuel: Notify the quality surveillance representative, MAJCOM and the DEO/DER.

6.9.3.4. Forward an information copy of the Quality Deficiency Reports to MAJCOM and SA-ALC/SFTH.

6.10. Duties of the Cryogenics Supervisor.

6.10. (AMC) Duties of the Cryogenic Supervisor. Notify HQ AMC/LGSF before modifying any cryogenic capability.

6.10.1. Receives, stores, transfers, inventories, and documents transactions of Liquid Oxygen (LOX) and Liquid Nitrogen (LIN).

6.10.2. Establishes an effective cryogenics conservation program to minimize losses.

6.10.3. Follows the sampling and testing program as prescribed by the 42B-series T.O.s.

6.10.4. Establishes an aggressive safety program according to AFOSH Standard 91-67, *Liquid Nitrogen and Oxygen Safety*.

6.10.5. Inspects the AFTO Form 134, *Aviator's Breathing Oxygen Servicing Trailer Log (Liquid/Gaseous)*, on all oxygen-servicing trailers in use prior to servicing. Does not service if the form is not properly annotated. See T.O. 42B6-1-1 for specific responsibilities on documentation of the AFTO Form 134, quality control requirements, and restrictions on filling servicing trailers.

6.10.6. Develops written procedures to identify, report, and limit low use LOX carts. Coordinate procedures with using organizations.

6.11. Controlling Entry and Exit of Petroleum Transport Vehicles.

6.11.1. The Support Group Commander designates authorized entry and exit gates for petroleum transport vehicles, and appoints personnel to serve as delivery escorts. **NOTE:** Do not assign base fuels personnel as escorts.

6.11.2. The FMT:

6.11.2.1. Inspects all incoming petroleum transport vehicles according to AFMAN 23-110, Volume I, Part Three, and re-inspects each vehicle before it leaves the installation. Vehicles delivering fuel to the base exchange service stations or aero clubs are not inspected.

6.11.2.2. Verifies at least two copies of an appropriate receipt or delivery document reflect the date, time inspected, and signature of the inspectors who perform both the incoming and outgoing inspections. Provide one copy to the carrier and file one copy in the fuels administration office with reference documents.

6.11.2.3. Conducts random spot checks of contractor petroleum transport vehicles making single and multiple fuel delivery drops to government tanks outside of fuels management bulk storage areas.

6.11.2.4. Conducts vehicle escort training, and documents according to AFI 23-204, *Organizational Fuel Tanks*. Verify that escorts or custodians are supervising and receiving deliveries according to AFI 23-204.

6.11.2.5. Vehicle escorts are trained on the actual operation they are expected to perform.

Section 6D—Missile Propellants

6.12. Managing Liquid Missile Propellants.

6.12.1. The FMT or FAC/QAE:

- 6.12.1.1. Monitors and is accountable for the liquid missile propellants; cryogen's, hypergol's and gasses, their receipt storage, transfer and delivery.
- 6.12.1.2. Monitors maintenance of facilities and equipment.
- 6.12.1.3. Reviews operations/handling of fuels and oxidizers for compliance with applicable directives.
- 6.12.1.4. Reviews and approves accounting documentation in accordance with AFMAN 23-110, Volume I, Part Three, Chapter 4.
- 6.12.1.5. Monitors the Process Safety Management Program, ensuring mitigation of all hazards.
- 6.12.1.6. Monitors compliance with environmental requirements.
- 6.12.1.7. Monitors maintenance and handling Personal Protection Equipment (PPE) and Self-Contained Atmospheric Protection Ensemble (SCAPE), and other hypergol safety hazards.
- 6.12.1.8. Monitors all on-base missile and satellite programs, ensuring adequate availability of resources.

Section 6E—Cryogenics

6.13. Duties of the Cryogenics Production Supervisor.

- 6.13.1. Monitors maintenance forms data to ensure procedural compliance and takes necessary corrective action.
- 6.13.2. Conserves cryogenics.
- 6.13.3. Establishes a supply account for cryogenics operations.
- 6.13.4. Coordinates on all base projects pertaining to cryogenic products.
- 6.13.5. The FMT:
 - 6.13.5.1. Assigns only personnel with SEI 037 as the cryogenics production supervisor.
 - 6.13.5.2. Assigns Special Experience Identifier IAW AFI 36-2108 attachments 13 and 40.

6.14. Equipment and Facilities Used in Cryogenic Production.

- 6.14.1. Cryogenic Production Plants. MAJCOMs determine plant requirements based on current and programmed cryogenics support requirements and available base facility support. Various types and sizes of plants are authorized in AS488. The FMT coordinates plant approval, plant locations, arrangements, and requirements with the parent MAJCOM. Base Supply stores and issues gas cylinders according to 42B-series T.O.'s and applicable supply manuals.
- 6.14.2. Support equipment available to the FMT and cryogenic facility requirements are found in [Attachment 6](#).

6.14.3. The BCE maintains the facility, the installed property, and required utilities. The BCE forwards site selection for cryogenics storage or generating facilities to the MAJCOM civil engineer for approval with an info copy to MAJCOM fuels office.

6.15. Inspecting and Operating Cryogenic Plants.

6.15.1. Inspecting equipment. The cryogenics production supervisor inspects production plants according to applicable 36G1-series T.O.s and records maintenance on AFTO Form 244, *Industrial/Support Equipment Record*, according to T.O.'s 00-20-1 and 00-20-7.

6.15.1.1. Reflect condition status, when inspections are due and completed, items due for replacement, and discrepancies noted with corrective action taken.

6.15.1.2. When required, use published checklists or work cards.

6.15.1.3. Record hourly plant readings on applicable plant log sheet.

6.15.1.3.1. Review these forms daily.

6.15.1.3.2. Use T.O. 00-20-7 to explain the status symbols.

6.15.1.3.3. Use the AFTO Form 95, *Significant Historical Data*, with generating and support equipment.

6.15.1.4. Color code production plants and facilities according to [Attachment 5](#).

6.15.1.5. The FMT designates in writing personnel authorized to clear "Red X" conditions.

6.15.1.6. Calibrating Temperature and Pressure Gauges.

6.15.1.6.1. Zero out and check gauges for accuracy in conjunction with equipment inspections.

6.15.1.6.2. Document calibration or non-calibration by the owning activity according to T.O. 00-20-7.

6.15.1.6.3. Refer to T.O. 33K-1-100-1 & 2 for the list of gauges requiring PMEL calibration by part number.

6.16. Maintaining Equipment.

6.16.1. Cryogenics personnel:

6.16.1.1. Perform daily organizational maintenance.

6.16.1.2. Perform all inspections, lubrications, and routine adjustments of equipment.

6.16.1.3. Perform intermediate maintenance of all production plants and equipment to include repair or replacement of major assemblies and components.

6.16.1.4. Are familiar with the Air Force Cryogenics Technical Assistance team identified in [Attachment 11](#).

6.16.2. Obtaining Authority for Depot Maintenance:

6.16.2.1. When equipment maintenance requirements exceed the base capability, the FMT first considers contract maintenance.

6.16.2.2. If contract maintenance is not available, the FMT contacts MAJCOM/LGSF who, in turn, contacts SA-ALC/LDEA to determine a course of action.

6.16.2.3. MAJCOMs may authorize base-level activities to contact SA-ALC/LDEA.

6.16.2.4. The FMT requests a depot maintenance assistance site visit (see T.O. 00-25-107) through the MAJCOM only as a last resort.

6.16.3. Equipment modifications. Only qualified maintenance personnel can modify equipment, when authorized by TCTO or at item manager direction.

6.16.4. Materiel improvement program. Report materiel deficiencies on all production and product storage equipment according to paragraph 1.22.

6.17. Maintaining Cryogenics Storage Tanks.

6.17.1. The cryogenics supervisor:

6.17.1.1. Performs maintenance. **NOTE:** Only qualified personnel are authorized to operate or handle any equipment involving cryogenics fluids.

6.17.1.2. Submits work requests for corrosion control and painting.

6.17.1.3. Submits requests to modify storage containers through the parent MAJCOM and item manager.

6.17.1.4. Maintains a vacuum on all storage tanks at the lowest obtainable level.

6.17.1.5. Checks tanks with a portable efficiency meter or vacuum gage to ensure loss rates do not exceed the limits in T.O. 37C2-8-1-116WC-1.

6.17.1.6. Uses the portable dual efficiency meter readings or vacuum gauge readings to identify storage tanks requiring evacuation of annular space or additional annular space insulation.

6.17.1.7. Reports tanks that cannot efficiently store product to the MAJCOM.

6.17.1.8. Checks empty, serviceable containers to insure they do not exceed T.O. 37C2-8-1-116WC-1 vacuum limits.

6.17.2. Servicing Cart Operation and Maintenance:

6.17.2.1. Using organizations maintain cryogenics servicing carts to include purging and pulling the vacuum.

6.17.2.2. Verify AFTO Form 244 to ensure carts meet safety or operating conditions.

6.17.2.3. FMT will not fill carts that do not meet safety or operating conditions.

6.17.3. Maintaining War Reserve Tanks. The FMT:

6.17.3.1. Verifies storage tanks held in war reserve status are completely serviceable.

6.17.3.2. Maintains an overboard vent system (OVS) for each 400-gallon cryogenic tank listed in the units DOC statement according to T.O. 37C2-8-1-127.

6.17.3.3. Stores the OVS in a locked box or foot locker, and inventories annually.

6.17.4. Preparing Air Transportable Cryogenic Storage Tanks for Shipment. The cryogenics supervisor:

6.17.4.1. Affixes an approved static grounding reel on the 400 gallon air transportable liquid oxygen tanks.

6.17.4.2. Consults T.O. 37C2-8-1-127 for instruction on the overboard vent system, when 400 gallon cryogenic storage tanks are loaded on aircraft for deployment.

6.17.5. Painting and Marking Cryogenics Storage Containers. The cryogenics supervisor:

6.17.5.1. Paints, marks and maintains corrosion control on containers IAW T.O. 35-1-3 and Air Force Drawing 754532.

6.17.5.2. Centers decals and position time compliance T.O. markings according to applicable publications.

6.17.5.3. Requisitions decals IAW applicable standards. Locate decal part numbers in the applicable storage container -4 T.O. illustrated parts breakdown (IPB).

6.17.6. Operating cryogenics semi-trailers. The storage supervisor:

6.17.6.1. Operates vehicles over public roadways with two or more personnel, of which one will be fully qualified in handling cryogenic products.

6.17.6.2. Ensures the vehicle complies with Interstate Commerce Commission and Federal/State Department of Transportation requirements.

6.18. Reducing Cryogenics Losses. The cryogenics supervisor:

6.18.1. Limits the fill periods to the minimum number required to effectively support mission requirements by coordinating a cart-filling schedule with using organizations.

6.18.2. Fills only those carts actually required for aircraft servicing. Encourages using organizations to keep active carts to a minimum, and maintain other carts in a purged, standby status.

6.18.3. Keeps active tanks as full as economically possible.

6.19. Performing Quality Control. Cryogenics operators accomplish required on-line product tests and record results on production forms prescribed by the applicable plant T.O.s.

6.20. Obtaining Supply Support.

6.20.1. The FMT initiates requisitions for plants or tanks on AF Form 601, *Equipment Action Request*, according to AFMAN 23-110.

Chapter 7

IMPLEMENTING THE FUELS INFORMATION SERVICE CENTER (FISC)

Section 7A—The Fuels Information Service Center (FISC)

7.1. Establishing the Fuels Information Service Center (FISC). The FISC is charged with daily management of fuels resources, providing support, accounting, and laboratory analysis of fuel and cryogenic products. The FMT will:

- 7.1.1. Staff Resource Control Center (RCC) with a minimum of two graduates from the AETC formal accounting school and DESC formal FAS course.
- 7.1.2. Staff the fuels laboratory with a minimum of one graduate of the Fuels Quality Control Course.
- 7.1.3. Assigns special experience identifier (SEI) 040 and (SEI) 039 IAW AFI 36-2108, attachments 13 and 40.
- 7.1.4. Provides at least 30 days lab familiarization training prior to attending the fuels quality control course.

7.2. Duties of the Fuels Information Service Center (FISC) supervisor.

7.2. (AMC) Duties of the Fuels Information Service Center (FISC) Supervisor. Ensures all resource controllers receive training using the AF Form 824/839 and lab technicians receive training using the AFTO 150.

- 7.2.1. Reports directly to the Fuels Manager.
- 7.2.2. Supervises the Resource Control Center (RCC), support, and laboratory functions
 - 7.2.2.1. Reviews aircraft flying schedules and coordinates with the operations superintendent to ensure all mission requirements are met.
 - 7.2.2.2. Ensures resource controllers are familiar with Defense Working Capital Fund (DWCF) principles and procedures set forth in DoD 4140.25-M, DoD Management of Bulk Petroleum Products, Natural Gas, and Coal and AFMAN 23-110, Standard Base Supply System (SBSS).
- 7.2.3. Ensures all fuels support functions are accomplished.
- 7.2.4. Ensures fuels laboratory technicians do not perform laboratory test, work with chemicals, or use laboratory equipment unsupervised until they have received “hands-on” training and pass qualification training.
- 7.2.5. Reviews laboratory reports to ensure fuel meets quality standards and to identify significant trend patterns.
 - 7.2.5.1. Recommends changes to improve product quality.
 - 7.2.5.2. Assists fuels element supervisors to improve procedures.
 - 7.2.5.3. Advises management of needed improvement.
- 7.2.6. Maintain minimum RCC Facility Standards.

7.2.6.1. Door with a lock and one way see-through mirror, when appropriate for personnel identification and to prevent compromise of classified material.

7.2.6.2. Designate backup facility (pump house, bulk storage, or other suitable facility) as an alternate RCC. Equip the alternate RCC with the means to track fuel facility and equipment status.

7.2.6.3. Equip both primary and alternate with an emergency power source.

Section 7B—Resource Control Center

7.3. Duties of the RCC Supervisor.

7.3. (AMC) Duties of the Resource Control Center Supervisor. Reconcile all accounts IAW AMC/LGSF Policy Letter titled “AMC Reconciliation Procedures”.

7.3.1. Monitors fuels operations and maintains fuels accounts according to applicable directives. Use the Fuels Automated System (FAS) to collect, store, monitor, and process:

7.3.1.1. All fuel servicing and accounting transactions.

7.3.1.2. Product inventory management.

7.3.1.3. Vehicle and equipment status.

7.3.1.4. List of key personnel including element and home telephone.

7.3.1.5. Maintain a backup copy of the FAS system.

7.3.1.6. Maintains one Un-interruptable Power Sources (UPS) for the FAS database server.

7.3.1.7. Submits data to the DFAMS according to DoD 4140.25M, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*.

7.3.1.8. Provides the current inventory status of all products and other pertinent information on receipts, storage, and issue transactions and ensures stock availability to support peacetime operating stock (POS) and bulk petroleum war reserve stock (BPWRS).

7.3.1.9. Complies with suspense controls on rejects and management notices from SBSS.

7.3.1.10. Maintains a document control function for fuels documents and transactions processed according to AFMAN 37-139, *Records Disposition Schedule*.

7.3.1.11. Coordinates with using organizations for requirements forecasting.

7.3.1.12. Reconcile with FAS-E and clear rejects on a daily basis IAW AFMAN 23-110, Volume 1, Part Three.

7.3.1.13. Display flightline layout showing all servicing locations.

7.3.2. Monitor aircraft generation status. Display aircraft generation status when required by unit mission.

7.3.3. Act as the single point of contact for the flight during other than normal duty hours.

7.3.4. Establish procedures to ensure transfer of pertinent information to each shift controller, operations supervisor, FISC supervisor, FMT, and supporting agencies.

7.3.5. Inform Liquid Fuels Maintenance (LFM) and/or Refueling Maintenance (RFM) when in-commission status for facilities or mobile equipment reaches the minimum level.

7.3.6. Maintain the number and locations of emergency power generators. List the fuels personnel certified to operate these generators.

7.3.7. Effectively communicate using radios and telephones. Radios are primary means of communication between the RCC and fuels operating activities. The RCC requires immediate contact with the Maintenance Operations Control Center (MOCC) and positive control over all fuels facilities and flight line operations. Equip the RCC with at least three telephone lines:

7.3.7.1. A "Class A" line

7.3.7.2. A "Class C" line

7.3.7.3. A direct line to MOCC

7.4. Preparing for Disasters.

7.4.1. The RCC supervisor equips the RCC with:

7.4.1.1. A standard base grid map with all fuel facilities marked or highlighted for easy identification.

7.4.1.2. A fuels alert recall roster.

7.4.1.3. Disaster/emergency checklists or operating instructions.

7.4.1.4. An alternate parking plan to relocate fueling equipment.

7.4.2. In event of an emergency, the resource controller:

7.4.2.1. Notifies each element in the fuels management flight, Chief of Supply, and Wing Command Post of simulated or actual disaster or other emergency incidents.

7.4.2.2. Records the sequence of action.

7.5. Issuing Servicing Clipboards

7.5.1. The resource controller issues servicing clipboards containing:

7.5.1.1. AFTO Form 422, Differential Pressure Log.

7.5.1.2. AF Form 1232, Bulk Fuel Issue/Defuel Summary.

7.5.1.3. AF Form 1994, Fuel Issue/Defuel Document (DoD).

7.5.1.4. AF Form 1995, Fuel Issue/Defuel Document (Non-DoD).

7.5.2. At time of dispatch provides the fuels operator with:

7.5.2.1. Grade of fuel.

7.5.2.2. Refueling vehicle/equipment registration number.

7.5.2.3. Authorized delivery point (aircraft type and serial number or facility number).

7.5.2.4. Reason and estimated quantity of defuel.

7.5.2.5. An applicable fuel servicing checklist.

7.5.3. Marking Clipboards.

7.5.3.1. Mark the clipboard front to indicate product and vehicle/equipment registration number.

7.5.3.2. Color code clipboards when handling more than one grade of aviation or ground fuel. (i.e., a base handling JP-8, MUR, and DL2, is not required to color code their aviation fuel clipboards, but is required to color code their ground products clipboards.) Use the color scheme in [Attachment 9](#).

7.6. Notifying of Weather Warnings. At bases without automatic weather warning equipment, the RCC supervisor formalizes a written agreement with the installation weather detachment, MOCC and base operations to receive weather warnings. The RCC supervisor or controller:

7.6.1. Notifies all fuels personnel of the weather warning.

7.6.2. Records all pertinent information such as thunderstorms, lightning, strong surface winds, heavy rains, and freezing precipitation.

7.6.3. Terminates fuels operations, to include commercial cryogenics receipts and issues performed outdoors, and bare base cryogenic plant operations when:

7.6.3.1. Lightning is within five miles.

7.6.3.2. Other potentially hazardous conditions exist as determined by the base weather officer.

7.6.4. The following operations may continue:

7.6.4.1. Cryogenic production operations (product being introduced into base storage tanks/cylinders from the plant).

7.6.4.2. Issues from the base service station.

7.6.4.3. Commercial and DoD pipeline receipts.

7.6.4.4. Vehicle movements (including refuelers).

7.6.4.5. Pipeline transfer operations (including bulk storage to hydrant tanks).

7.6.5. The RCC controller informs all elements to resume operations and annotates the weather warning termination time.

7.7. Controlling Keys.

7.7.1. The RCC will keep a spare key for all locks used to secure fuels equipment, facilities, and refueler ignitions. Keys and locks used as part of the flight's lockout/tagout program and/or used to isolate equipment components for quality control will be maintained by the base fuels laboratory.

7.7.2. Periodically check all spare keys for operation and correct identification. Report program deficiencies to the fuels security manager and the FMT.

7.7.3. When a key is lost, requiring the spare to be permanently issued, replace the spare key or re-cylinder the lock.

7.8. Selling aviation products to contract, charter and civil aircraft. AFMAN 23-110, Volume 1, Part Three contains guidance for cash sales of aviation fuel. The FMT:

7.8.1. Appoints personnel in writing authorized to collect cash obtained from these sales.

7.8.2. Provides for the safekeeping of cash according to AFI 31-209, Air Force Resource Protection Program.

NOTE:

Off-duty personnel cannot safeguard money collected for cash sales of aviation products.

7.9. Accounting for Special and Missile Fuels.

7.9.1. Accounting for special fuels. SA-ALC/SF provides the FMT procedures for handling special fuels.

7.9.2. Accounting for missile fuels. The RCC supervisor:

7.9.2.1. Accounts for propellants, oxidizers, pressurants, and related items according to AFMAN 23-110, Vol. I, Part Three.

7.9.2.2. Funds these products using the AFWCF-Fuels Division, managed by SA-ALC/SFR.

7.9.2.3. Maintains missile and special fuels accountability off-line from the SBSS computer systems.

7.10. Accounting for Liquid Oxygen and Liquid Nitrogen. The RCC accounts for liquid oxygen and liquid nitrogen according to AFMAN 23-110.

Section 7C—Fuels Support

7.11. Establishing the Fuels Support Function. The FMT:

7.11.1. Appoints in writing a fuels mobility monitor and fuels training supervisor.

7.11.2. Establishes Fuels Training Objectives necessary to provide qualified personnel to perform their assigned duties.

7.11.3. Establishes procedures to maintain a balance of skills within the flight.

7.12. Duties of the Flight Mobility Monitor. The FMT appoints in writing a fuels mobility monitor. (It is not required to appoint a mobility monitor if the base is a FMSE storage or training site.) The mobility monitor :

7.12.1. Evaluates and reports the overall fuels flight mobility status.

7.12.2. Monitors mobility personnel compliance in maintaining updated documents, individual mobility equipment, and immunizations.

7.12.3. Schedules personnel requiring special qualifications training.

7.12.4. Ensures assigned UTC's meet requirements in [Attachment 12](#).

7.12.5. Selects personnel with at least two years retainability to attend ATHRS, ABFDS, and FARP schools.

7.12.6. Ensures the appropriate special experience identifier (SEI) is awarded IAW AFI 36-2108.

7.12.7. Maintain AF Form 702, *Individual Physiological Training Record*, and AF Form 1042, *Medical*

Recommendation for Flying or Special Operations Duty for ABFDS Qualified personnel.

7.12.8. Identifies fiscal year mobility support funding requirements to the Chief of Supply's resource manager.

7.12.9. Performs operator maintenance on mobility equipment.

7.12.10. Maintains technical orders and records of FMSE.

7.12.11. Prepares and processes equipment for deployment.

7.12.12. Coordinates with transportation, supply, and personnel functions to meet MAJCOM deployment time frames.

7.12.13. Performs unit mobility monitor responsibilities listed in paragraph 9.7..

7.12.14. Maintains records of all FMSE transactions. (i.e. maintenance, inspection, salvage, and transfer of equipment).

7.13. Duties of the Fuels Training Supervisor

7.13.1. Administer the upgrade training program according to AFI 36-2201, *Developing Military Training Programs*.

7.13.2. Designates qualified personnel as trainers.

7.13.3. Develops training programs for all assigned equipment and systems.

7.13.4. Coordinates the Fuels Management training program with squadron training.

7.13.5. Maintains Weighted Airman Promotion System (WAPS) study material.

7.13.6. Schedules generator operation, driver's training, and fire extinguisher training.

7.13.7. Maintains personnel qualifications in FAS

7.13.8. Ensures the appropriate SEI is awarded to personnel IAW AFI 36-2108.

7.13.9. Establishes a tank custodian training program IAW to AFI 23-204, *Organizational Fuel Tanks*.

7.13.10. Reviewing Training Documentation. Review all training records semi-annually.

7.13.11. Fire Prevention Training. Develop a lesson plan to include:

7.13.11.1. Fire reporting procedures.

7.13.11.2. Facility evacuation and vehicle evacuation from fuel servicing areas

7.13.11.3. Fuel spill response.

7.13.11.4. Emergency shutdown procedures.

7.13.11.5. Hazard elimination.

7.13.12. Chemical Warfare Defense Equipment (CWDE) Training. Conduct CWDE training annually and document on individual AF Form 1098 or automated forms. Local exercises requiring the use of CWDE may satisfy the annual training requirement.

7.13.12.1. Train 100 percent of personnel tasked against the most stringent OPLAN or 80 percent of the total authorized manning, whichever is higher.

7.13.12.2. Train personnel based on the DOC assigned UTC requirements.

7.13.12.3. Chemical masks will be worn while driving and operating fueling vehicles and equipment.

7.13.13. Developing a Rotational Training Program.

7.13.13.1. In coordination with the FMT, implements a base-level rotational training program IAW core task identified in the Career Field Education and Training Plan (CFETP).

7.13.13.2. A formal rotational program is not required if the location has fewer than 15 military personnel and those with 12 to 15 month tour lengths.

7.13.14. Use the following guidelines and the CFETP as a template:

7.13.14.1. 5-Skill Level: experience in mobile distribution, bulk storage, service station, and laboratory functions.

7.13.14.2. 7-Skill Level: familiar with the areas at the 5-Skill Level point plus hydrant distribution, preventive maintenance, RCC, and cryogenics.

7.13.15. Publication Familiarization. Fuels supervisors must familiarize personnel with applicable publications and advise personnel of significant changes.

7.14. Duties of the Fuels Materiel Control Supervisor.

7.14.1. Coordinates supply and equipment transactions with base supply.

7.14.2. Buys needed parts, tools, and equipment.

7.14.3. Establishes bench stock and special level authorizations.

7.14.4. Monitors equipment authorizations and custodian receipt listings.

7.14.5. Provides supply and equipment budget forecasts through the FMT to the squadron commander.

7.14.6. Manages the IMPAC Program.

Section 7D—Base Fuels Laboratory

7.15. Establishing a Fuels Laboratory Function.

7.15.1. The FMT:

7.15.1.1. Establishes a base fuels laboratory, equipped for limited tests to evaluate the cleanliness of fuel and fuel-handling systems, for each base handling aviation fuel.

NOTE:

The area fuels laboratory conducts full specification tests to determine chemical and physical properties of a product.

7.15.1.2. Uses AFH 32-1084, *Facility Requirements*, and AFOSH Standard 91-38, *Hydrocarbon Fuels-General*, to identify laboratory facility criteria.

7.15.1.3. Equips the laboratory to perform the tests specified by 42-Series Technical Orders for all products handled. Refer to AS460 for fuels laboratory equipment.

7.15.2. MAJCOMs:

7.15.2.1. Approve variances to laboratory criteria with coordination from HQ AFSC/SEG.

7.15.2.2. Approve fuel analyses performed anywhere other than a qualified base laboratory facility.

7.16. Duties of the Fuels Laboratory Supervisor.

7.16.1. Documents all fuel/cryogenic sampling and sample due dates in the FAS.

7.16.2. Administers the Caution Tag Program.

7.16.3. Uses the AFTO Form 150, *Base Fuels Sampling and Testing Record*, at deployed locations if automation is unavailable.

7.17. Caution Tag Program. The Laboratory Supervisor:

7.17.1. Notifies the RCC when an AF Form 980, *Caution Tag* is placed or removed.

7.17.2. Ensures caution tags are recorded in FAS

7.17.3. Maintains backup data.

7.17.4. Uses an AF Form 980, *Caution Tag*, on refueling equipment and facilities that are overdue laboratory sampling.

7.18. Establishing Sampling and Testing Requirements and a Laboratory Correlation Program.

7.18.1. Establish sampling requirements and a laboratory correlation program IAW T.O.42B-1-1.

7.18.2. Qualified personnel not assigned to the fuels laboratory may draw samples for local base tests when required.

7.19. Handling Contaminated and Off-Specification Fuel Products.

7.19. (AMC) Handling Contaminated and Off-Specification Fuel Products. Notify HQ AMC/LGSF by phone of all fuel quality failures. Follow up with electronic mail or message within 24 hours using the AMC LGSF Form 2 available on the AMC LGSF website.

7.19.1. Laboratory Personnel:

7.19.1.1. Immediately notify the FMT, and RCC of any suspected contaminated or off-specification fuel.

7.19.1.2. Immediately remove fuel stocks, equipment, and facilities from service, caution tag, and lock to prevent use.

7.19.1.3. Analyze samples to determine the problem and its cause.

7.19.2. The FMT:

7.19.2.1. Informs the Chief of Supply and other affected agencies when mission support capability is reduced.

7.19.2.2. Immediately notifies MAJCOM (via telephone within 2 hours of the incident) and follow up message or electronic message within 24 hours of occurrence with an info copy SA-ALC/SFTH.

7.19.2.3. MAJCOM notifies the applicable DEO/DER Quality Section and the assigned Quality Surveillance Representative.

7.20. Crashed Aircraft Fuel Samples.

7.20.1. Lab personnel pull all fuel samples associated with aircraft incidents and submit samples IAW T.O. 42B-1-1.

7.20.2. Crash Sampling Kit. The Lab personnel:

7.20.2.1. Refer to T.O. 42B-1-1 for the mandatory kit items.

7.20.2.2. Inventory and inspect the kit for cleanliness and serviceability annually, then seal it to prevent removal of equipment.

7.20.2.3. Perform a semi-annual check to ensure the seal is intact.

7.20.2.4. Re-inspect the kit if there is any evidence of tampering.

Chapter 8

COMPLIANCE & ENVIRONMENTAL

Section 8A—The Compliance Function

8.1. Duties of the Compliance & Environmental Supervisor. The Compliance & Environmental supervisor manages the inspection function and the environmental program.

Section 8B—Evaluations

8.2. Evaluation Guidelines. The Compliance & Environmental supervisor may refer to the inspection checklist in AFMAN 23-110, *Standard Base Supply System*, Vol. 1, Part one, Section C. This checklist may be supplemented by MAJCOMs/Units for local conditions to evaluate the following:

- 8.2.1. Management effectiveness.
- 8.2.2. Administrative/LAN procedures
- 8.2.3. FISC accounting procedures.
- 8.2.4. Operator performance.
- 8.2.5. Ground safety and fire prevention.
- 8.2.6. Environmental compliance.
- 8.2.7. Corrosion control.
- 8.2.8. Care of equipment and facilities.
- 8.2.9. Training.
- 8.2.10. Procedures for product quality.

8.3. Performing Internal Evaluations.

8.3.1. The Compliance & Environmental supervisor:

- 8.3.1.1. Evaluates each element, except its own function, at least once each six months (not to exceed 180 days).
- 8.3.1.2. Revisits after 30 but within 45 days to check each negative indicator found during the semi-annual.
- 8.3.1.3. Perform at least 10 no-notice spot checks each week. At bases with less than 20 full-time fuels personnel perform at least two no-notice spot checks per week.
- 8.3.1.4. Spot check all shifts. If spot check is rated unsatisfactory or fail it will not be consolidated with others. Instead it will be routed separately, identifying the failure and circumstances involved. Immediately route to the responsible supervisor.
- 8.3.1.5. Conduct spot checks during exercises and contingencies.

8.3.2. The FMT designates an evaluator to perform a semi-annual assessment of the Compliance & Environmental element.

8.4. Conducting the Evaluation. The evaluator:

8.4.1. Advises the section supervisor of the process to be evaluated, items of concern, and negative indicators from the last assessment.

8.4.2. Stops the operation and notifies the immediate supervisor and the FMT if a major safety violation is found, such as:

8.4.2.1. No one has identified, withdrawn from use, or properly danger/cautioned tagged equipment or facilities that are unsafe or hazardous.

8.4.2.2. Any person committing a safety violation that could reasonably be expected to result in injury to personnel or damage to aircraft, equipment, or facilities.

8.4.2.3. Results will be annotated on a separate AF Form 2419 or computer product which shall be routed through the supervisor and FMT.

8.4.3. For discrepancies noted during any operation by Compliance & Environmental personnel that does not involve safety and/or personnel equipment or damage:

8.4.3.1. Operation will not be stopped but, supervisor will be notified of discrepancy as soon as possible. If during other than normal duty hours, the supervisor will be notified the next duty day.

8.4.3.2. Results of this will be annotated on a separate AF Form 2419 and shall be routed through the supervisor and the FMT.

8.4.4. Discusses all positive and negative indicators, to include root causes and corrective action, with the element supervisor.

8.4.5. Identifies processes with negative trends. "Negative trends", will be defined by the FMT.

8.5. Evaluation Assessment Criteria. MAJCOMs will establish the assessment criteria.

8.5.1. Rate semi-annual evaluations, facility, vehicle, and equipment checks as "Satisfactory" or "Unsatisfactory".

8.5.2. Rate weekly spot checks as "PASS" or "FAIL".

8.6. Preparing and Routing the Report.

8.6.1. The Compliance & Environmental supervisor:

8.6.1.1. Prepares and routes the AF Form 2419, *Routing and Review of Quality Control reports* and/or AF Form 2420, *Quality Control Inspection Summary* or computer product to the applicable element supervisor and chain of command to include the Chief of Supply.

8.6.1.2. Carries forward open items to the next report.

8.6.2. The element supervisor:

8.6.2.1. Replies to each negative indicator/trend stating the cause and corrective action taken to prevent recurrence.

8.6.2.2. Provides action plan, annotates the word "OPEN," and the anticipated completion date on all items that cannot be immediately corrected.

8.6.3. Each reviewer verifies the corrective actions.

8.6.4. If the evaluator observes a negative indicator for which an outside agency is responsible, the FMT informs the agency and routes the report through the Chief of Supply to the chief of the agency.

Section 8C—Environmental Guidelines

8.7. Spill Prevention and Containment. The FMT:

- 8.7.1. Ensures all FMT fuel tanks are equipped with high-level alarms and/or automatic high-level shut-off valves.
- 8.7.2. The FMT in coordination with BCE establishes safe fill levels for all storage tanks.
- 8.7.3. Provides secondary containment that is impermeable to petroleum products at all loading and unloading facilities and for all above ground tanks larger than 660 gallons.
- 8.7.4. Does not discharge drainage water containing residual petroleum products or hazardous chemicals that have leached out of the petroleum product.
- 8.7.5. Coordinates with the base environmental manager to sample and properly dispose of fuel tank dike drainage and tank bottom water.
- 8.7.6. Coordinates local procedures for the proper operation, inspection, and maintenance of oil/water separators with the Civil Engineer Operations Flight.
- 8.7.7. Develops local operating procedures for collection, segregation, storage, and disposition of waste and reusable bulk petroleum products according to AFI 23-502, *Recoverable and Unusable Liquid Petroleum Products*.
- 8.7.8. Ensures fuels personnel understand responsibilities as outlined in AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*, the base Spill Prevention Countermeasures and Contingency (SPCC) Plan, and the base's hazardous material emergency planning and response plan (HAZMAT plan) which addresses federal, state, and local spill prevention and response requirements.
- 8.7.9. Notifies the base environmental manager of any changes in fuels operations that may require an amendment to the HAZMAT plan.
- 8.7.10. Ensures adequate spill prevention and clean-up materials are readily available.

8.8. Waste Fuel Management. The FMT:

- 8.8.1. Designates interim storage and final disposition locations and procedures for off-specification bulk products and product-water mixtures under fuels management control.
- 8.8.2. Does not use installed hydrants, storage sumps, and slop tanks to collect or store waste fuels.
- 8.8.3. Obtains written MAJCOM approval to use stock listed vehicles and trailers for the collection and transport of waste fuels or oils.
- 8.8.4. Clearly marks and completely isolates the tanks and equipment used for waste products from active product storage and equipment to prevent contamination.
- 8.8.5. Properly train fuels personnel who handle hazardous waste.

8.9. Leak Detection. The FMT:

8.9. (AMC) Leak Detection . The FMT will ensure daily or monthly variations exceeding established DESC tolerance levels are investigated and identified for corrective action. It is extremely important to have gain/loss analysis capability to isolate and/or pinpoint specific tanks/systems in the overall reconciliation process.

8.9.1. Assures that any chemicals or additives injected into USAF fuels are approved by the agencies listed in T.O. 42B-1-1, Appendix A-5, para a.

8.9.2. Ensures fuels personnel are present for all inoculations of leak detection chemicals in FMT controlled storage tanks.

8.9.3. Maintain inoculation records IAW T.O.42B-1-1.

8.9.4. Trains organizational tank custodians on their responsibilities outlined in TO 42B-1-1 Appendix A-5 paragraph c.(2).

Chapter 9

FUELS MOBILITY SUPPORT

9.1. Duties of the Fuels Mobility Support Supervisor. At centralized storage and training bases, the FMT establishes a Fuels Mobility Support Element. **Note:** Additional flight mobility monitor duties are in paragraph 7.12.. The element supervisor:

- 9.1.1. Identifies fiscal year mobility support funding requirements to the Chief of Supply's resource manager.
- 9.1.2. Performs operator maintenance on mobility equipment.
- 9.1.3. Maintains technical orders and records of Fuels Mobility Support Equipment.
- 9.1.4. Prepares and processes equipment for deployment.
- 9.1.5. Coordinates with transportation, supply, and personnel functions to meet MAJCOM deployment time frames.
- 9.1.6. Performs unit mobility monitor responsibilities listed in paragraph 9.7..
- 9.1.7. Maintains records of all FMSE transactions. (i.e. maintenance, inspection, salvage, and transfer of equipment).

9.2. Managing Fuels Mobility Support Equipment (FMSE).

9.2. (AMC) Managing Fuels Mobility Support Equipment (FMSE). Bases possessing 400-gallon cryogenic storage tanks will maintain an overboard vent system for each tank.

- 9.2.1. MAJCOMs storing FMSE:
 - 9.2.1.1. Designate storage bases, prescribe command reporting, and administer a management program.
 - 9.2.1.2. Calculate FMSE personnel and equipment requirements to support current planning guidance.
 - 9.2.1.3. Designate and maintain training ratio of 2.0 operators per ABFDS requirement. (I.E. 1 each JFDGB = 2 ABFDS operators times 2.0 ratio = 4.0 trained operators of which 2 must be fully equipped.)
 - 9.2.1.4. Programs for fiscal year funding through LGX, to include monies for 3K, 10K, and 50K bladders.
 - 9.2.1.5. Develop procedures to obtain up-front money for reconstitution.

9.3. How To Store, Maintain, Inspect, and Deploy FMSE and FARP Equipment.

- 9.3.1. All FMTs will:
 - 9.3.1.1. Store all equipment inside. In allocating inside storage, give priority to rubber products and filter-separator elements. Where inside space is not adequate, use outside covered storage. In both cases, provide dust covers for all openings in valves, hoses, nozzles, and equipment items.
 - 9.3.1.2. Store bladders (except ABFDS bladders) in R14 cradles or wooden crates.

9.3.1.3. Store ABFDS bladders flat according to T.O. 37A9-3-7-1.

9.3.1.4. Store and maintain FARP equipment IAW T.O. 37A9-7-2-1.

9.3.1.5. Provide recurring inspection and maintenance on stored FARP assets. Equipment will be stored in a ready for deployment posture. Any deviation of equipment or down time will be reported to HQ AFSOC/LGSF.

9.3.2. MAJCOMs and FMTs provide recurring inspection and maintenance for all assigned equipment.

9.3.2.1. Use T.O. 37A-1-101 for operation, servicing, and maintenance of air transportable fuels systems.

9.3.2.2. Use T.O. 37A9-7-2-1 for operating, servicing, and maintaining FARP equipment.

9.3.3. To prepare FMSE or FARP equipment for deployment:

9.3.3.1. Inspect equipment.

9.3.3.2. Charge the batteries, run engines, visually inspect 10K and 50K bladders, and place bladders in slings.

9.3.3.3. Inspect and leak check ABFDS bladders according to T.O. 37A9-3-7-1.

9.3.3.4. Inspect and prepare FARP equipment IAW T.O. 37A9-7-2-1.

9.3.3.5. Prepare the equipment for shipment IAW AF JMAN 24-204, *Preparing Hazardous Material for Military Air Shipment*.

9.4. Setting Up FMSE.

9.4.1. Use AFPAM 23-221, *Fuels Logistics Planning*, for executing fuel support operations particularly at other than main operating bases.

9.4.2. Locate and install FMSE based on:

9.4.2.1. The airfield layout and type of supported aircraft.

9.4.2.2. The resupply source.

9.4.2.3. Aircraft taxi or tow capability.

9.4.2.4. The layout of roads and water channels.

9.4.2.5. Other facility limitations.

9.4.3. Use PMU-27 service station set-up to support ground fuels.

9.4.4. Site cryogenics facility to minimize the travel time and distance flight line servicing units move for refilling; provide accessibility for tank truck deliveries; and comply with distance criteria of AFI 91-201, *Explosive Safety Standards*.

9.5. Using FMSE or FARP for Exercise Support.

9.5.1. For activities planning to use FMSE for any reason other than OPLAN taskings, review the constraints of AFI 25-101, Chapter 6, *Instructions for War Reserve Materiel*.

9.5.2. Submit requests to parent MAJCOM Fuels Management Office.

9.5.3. Activities submitting requests must:

9.5.3.1. Provide 10 working days advance notice.

9.5.3.2. Provide purpose of intended use.

9.5.3.3. Use unit type codes (UTCs) to identify equipment and quantity when possible. UTC's may be tailored to suit the using organizations requirements.

9.5.3.4. Provide the in-place date at deployment location and length of loan.

9.5.3.5. Provide the full name, unit of assignment, and DSN phone number of the person(s) responsible for receiving, maintaining, and returning the equipment.

9.5.3.6. List fund cites for transportation, FMSE reconstitution, and TDY of operator personnel IAW AFI 25-101, *Instructions for War Reserve Materiel*, when requested.

NOTE:

Reconstitution will include the "up front" expense of associated MRSP's, fuel bladders, batteries, and any other items that will require maintenance, repair, or replacement.

9.5.3.7. Forward special transportation information. Dedicated airlift is the preferred mode of transport.

9.5.3.8. Provide complete address of deployment location and on-site point of contact telephone numbers.

9.5.4. Using FARP

9.5.4.1. For taskings of FARP personnel and/or equipment for exercises/contingencies which will require more than 24 continuous hours away from home station, submit notification of deployment to HQ AFOSC/LGSF within 24 hours of receipt of tasking.

9.6. Establishing ATHRS, ABFDS and FARP Operational and Training Requirements.

9.6.1. ABFDS and FARP operators:

9.6.1.1. Are qualified fuels specialists, AFSC-2FOX1, TSgt and below.

9.6.1.2. Must meet Class III flying duty qualification standards.

9.6.2. ABFDS and FARP operators must complete the following:

9.6.2.1. Flight Physical (Annually)

9.6.2.2. Physiological Training (Every 5 years)

9.6.2.3. Small Arms Training (9MM)

9.6.2.4. Chemical Warfare Training.

9.6.2.5. Fire Extinguisher Training.

9.6.2.6. Aircraft Ground Egress Training.

NOTE:

If formal training is not funded, ABFDS operators will be briefed by the aircrew prior to the flying mission on egress procedures.

9.6.3. Additional FARP training requirement:

- 9.6.3.1. Night Vision Device Training.
- 9.6.3.2. Intelligence training (ISOPREP Card.).
- 9.6.3.3. Life Support Equipment Training.

9.6.4. FMT should consider FARP operators for the following additional training, however, it is not required for qualification or certification:

- 9.6.4.1. Water Survival Training.
- 9.6.4.2. Combat Survival Training.
- 9.6.4.3. ATHRS training.
- 9.6.4.4. ABFDS training.
- 9.6.4.5. Hazardous Cargo Training.
- 9.6.4.6. LOX/LIN servicing.

9.6.5. The supply squadron commander, using AS 016, Part B, ensures ABFDS and FARP specialists receive the personal equipment in [Attachment 8](#).

9.6.6. The Base Hospital issues ABFDS/FARP operators prescription glasses according to AFI 44-117, *Ophthalmic Services*.

9.6.7. Allocating Flying Hours.

- 9.6.7.1. Squadron Commanders forecast annual ABFDS crew flying hour requirements IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, Chap 6.
- 9.6.7.2. The home station aircrew training and resource manager publishes aeronautical orders for the ABFDS crew.
- 9.6.7.3. ABFDS operators have flight records maintained by designated host operations management (HOSM).

9.7. Additional FARP Requirements

9.7.1. Lead MAJCOM will:

- 9.7.1.1. Certify the program and qualify the initial cadre including trainers of personnel at each new FARP location prior to their initial commitment date.

9.7.2. Duties of the FMT:

- 9.7.2.1. Conducts initial interviews with all prospective FARP operators.
- 9.7.2.2. Ensures adequate personnel are designated and trained to meet 24 hour mission readiness requirements.
- 9.7.2.3. Ensures all FARP policies from HQ AFSOC/LGSF are implemented.
- 9.7.2.4. Appoints all certifiers in writing.
- 9.7.2.5. Provides covered storage area for FARP servicing equipment and secured storage for FARP personnel equipment.

9.7.3. Duties of the FARP Team Chief/Manager:

- 9.7.3.1. Monitors FARP personnel and equipment to ensure all training is accomplished, qualifications are maintained, and readiness status meets mission operation requirements.
- 9.7.3.2. Briefs FARP personnel on all policies issued by HQ AFSOC/LGSF.
- 9.7.3.3. Provides management with a monthly status update.
- 9.7.3.4. Provides the RCC with a roster of primary and alternate team members on recall standby.
- 9.7.3.5. Coordinates with the flying squadron's planners/schedulers to ensure personnel availability for training and mission requirements.
- 9.7.3.6. Submits the FARP budget to HQ AFSOC/LGSF by 1 Apr. each year.
- 9.7.3.7. Submits the FARP inventory and the FARP training reports to HQ AFSOC/LGSF semi-annually by (1 Apr/1 Oct).
- 9.7.3.8. Maintain a current listing of all SEIs, flight physicals physiological training, and any other unique training requirements on FARP personnel.
- 9.7.3.9. Submit a mission sheet to HQ AFSOC/LGSF after every FARP mission or tasking (to include training) within two duty days after return to home station.
- 9.7.3.10. Schedule flight physicals and physiological training at least 45 days before due date.
- 9.7.3.11. Insure FARP operations are conducted as outlined in AFI 11-235, *FARP Operations*.
- 9.7.3.12. Provide trip report to HQ AFSOC/LGSF after each FARP TDY or deployment. Ensure each FARP program has a minimum of 20 serviceable hoses on hand at all times.
- 9.7.3.13. Ensure each FARP program has a minimum of 20 serviceable hoses on hand at all times.

9.7.4. Currency requirements:

- 9.7.4.1. Perform one FARP mission every twelve months, from fixed wing aircraft to rotary wing aircraft with engines running, under blacked out conditions using Night Vision Goggles (NVGs).

9.7.5. Certifier Requirements:

- 9.7.5.1. Meet all requirements in [9.6.2.](#) and be current, qualified, and appointed by the FMT in writing.

JOHN W. HANDY, Lt General, USAF
DCS/Installations & Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- T.O. 0-1-01, *Numerical Index, Alphabetical Index, and Cross References Table Technical Order*
- T.O. 0-1-02, *General Technical Orders*
- T.O. 00-5-1, *AF Technical Order System*
- T.O. 00-5-2, *Technical Order Distribution System*
- T.O. 00-20-1, *Preventive Maintenance Program*
- T.O. 00-20-7, *Inspection System, Documentation, and Status Reporting for Support Equipment and Training*
- T.O. 00-20-14, *AF Meteorology and Calibration Program*
- T.O. 00-20B-5, *Vehicle and Base Support Equipment Inspection and Records Administration*
- T.O. 00-25-4, *Depot Level Maintenance - Aerospace Vehicles and Training Equipment*
- T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding and Bonding*
- T.O. 00-25-246, *Selection, Inspection, Service, and Control of Motor Vehicle and Aerospace Ground Equipment Tires*
- T.O. 00-35D-54, *USAF Materiel Deficiency Reporting System*
- T.O. 33D2-10-34-1, *Cryogenic Sampler*
- T.O. 33D2-10-53-11, *Cryogenic Sampler*
- T.O. 33D2-10-56-1, *Cryogenic Sampler*
- T.O. 33D2-10-60-1, *Cryogenic Sampler*
- T.O. 35-1-3, *Corrosion Prevention, Painting and Marking USAF Support Equipment*
- T.O. 35E-13-82-1, *Operation, Service and Repair Instructions, Trailer-Mounted Pump Assembly A/M 32R-22*
- T.O. 35E22-5-5-1, *Air Purging Unit*
- T.O. 36-1, *Vehicles, General*
- T.O. 36-1-3, *Painting, Marking, and Lighting Requirements for USAF Vehicles*
- T.O. 36A9-3, *Fuel Servicing Semi-Trailers*
- T.O. 36A9-12, *Chemical Handling Semi-Trailers*
- T.O. 36A11-10, *Fueling Servicing Trailers*
- T.O. 36A12-13, *Fuel and Oil Servicing Trucks*
- T.O. 36A12-23-3, *Water Trucks (A2)*

T.O. 36G1, *Oxygen or Nitrogen Generating Plants*

T.O. 36G2-3-1, *Air Purging Unit Type GSU-62/M*

T.O. 37-1-1, *Operation, Inspection, and Maintenance of Permanently Installed Fuel Storage and Dispensing Systems*

T.O. 37A-1-101, *Fuel and Oil Handling Equipment*

T.O. 37A2-2, *Hose Carts*

T.O. 37A3-2, *Collapsible Containers*

T.O. 37A6-2, *Nozzles*

T.O. 37A7-2, *Powered Pumps*

T.O. 37A8-2, *Gasoline Water Separators*

T.O. 37A9-3, *Hydrant Fuel Storage Distributing and Dispensing Systems*

T.O. 37A9-7-2-1, *Operation Maintenance and Illustrated Parts Breakdown, Forward Area Manifold Cart.*

T.O. 37A11, *Refueling Units, Fuels and Oil Handling Equipment*

T.O. 37C2, *Propellant and Storage Handling Equipment*

T.O. 37C2-8-1-127, *Liquid Oxygen/Nitrogen Overboard Vent System*

T.O. 37C11-3-1, *Vacuum Gauge*

T.O. 42B-1, *Fuels, Lubricants, Oxygen, and Gases*

T.O. 42B-1-1, *Quality Control of Fuels and Lubricants*

T.O. 42B1-1-14, *Fuels for USAF Aircraft*

T.O. 42B-1-16, *Receipt, Storage, and Handling of Liquid Propellants*

T.O. 42B-1-23, *Disposal of Waste Liquid Fuels and Other Petroleum Products*

T.O. 42B2, *Oils*

T.O. 42B5, *Gas Storage and Servicing Cylinders*

T.O. 42B6, *Liquid Oxygen*

T.O. 42B7, *High Energy Liquid Propellants*

40. CFR 280, *Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks*

AS 006, *Organizational and Administrative Equipment*

AS 019, *Vehicles*

AS 016, *Special Purpose Clothing and Personal Equipment*

AS 158, *Bare Base Support System*

AS 460, *Quality Control Laboratories*

AS 488, *Fuel Storage and Gas Generating Equipment/Storage Tanks and Maintenance Support Equipment*

AS 660, *Communications Equipment Allowances Non-Programmed Communications (Non-PCSP) Requirements*

AS 929, *Housekeeping Set (WRM Program)*

OSHA 29 CFR 1910, *Walking--Working Surfaces.*

OSHA 29 CFR 1910.21, *Definitions--Walking--Working Surfaces.*

OSHA 29 CFR 1910.22, *General Requirements.*

OSHA 29 CFR 1910.23, *Guarding Floor and Wall Openings and Holes.*

OSHA 29 CFR 1910.24, *Fixed Industrial Stairs.*

OSHA 29 CFR 1910.25, *Portable Wood Ladders.*

OSHA 29 CFR 1910.26, *Portable Metal Ladders.*

OSHA 29 CFR 1910.27, *Fixed Ladders.*

OSHA 29 CFR 1910.30, *Other Working Surfaces.*

OSHA 29 CFR 1910.37, *Means of Egress, General.*

OSHA 29 CFR 1910.176, *Handling Materials--General.*

OSHA 29 CFR 1910.303, *General Requirements.*

OSHA 29 CFR 1910.333, *Selection and Use of Work Practices.*

OSHA 29 CFR 1910.95, *Occupational Noise Exposure.*

OSHA 29 CFR 1910.132, *Personal Protective Equipment.*

OSHA 29 CFR 1910.133, *Eye and Face Protection.*

OSHA 29 CFR 1910.134, *Respiratory Protection.*

OSHA 29 CFR 1910.135, *Head Protection.*

OSHA 29 CFR 1910.136, *Foot Protection.*

OSHA 29 CFR 1910.140, *Standards Organizations.*

OSHA 29 CFR 1910.1030, *Bloodborne Pathogens.*

OSHA 29 CFR 1926, *Subpart M, Fall Protection.*

OSHA 29 CFR 3127, *Occupational Exposure to Bloodborne Pathogens.*

OSHA 29 CFR 1910.146, *Permit-Required Confined Space.*

OSHA 29 CFR 1910.94, *Ventilation (Subpart G, Occupational Health and Environmental Control).*

OSHA 29 CFR 1910.151, *Medical Services and First Aid (Subpart K, Medical and First Aid).*

OSHA 29 CFR 1910.268, *Telecommunications (Subpart R, Special Industries).*

OSHA 29 CFR 1926.441, *Batteries and Battery Charging (Subpart K, Electrical).*

OSHA 29 CFR 1910.104, *Oxygen*.

OSHA 29 CFR 1910.106, *Flammable and Combustible Liquids*.

OSHA 29 CFR 1910.1025, *Lead*.

OSHA 29 CFR 1910.1028, *Occupational Exposure to Benzene*.

OSHA 29 CFR 1910.1200, *Hazard Communication*.

OSHA 29 CFR 1926.152, *Flammable and Combustible Liquids*.

OSHA 29 CFR 1910, *General Environment Controls, Subpart J*

OSHA 29 CFR 1910.144, *Safety Color Code for Marking Physical Hazards*.

OSHA 29 CFR 1910.145, *Specifications for Accident Prevention Signs and Tags*.

OSHA 29 CFR 1910.147, *The Control of Hazardous Energy (Lockout/Tagout)*.

OSHA 29 CFR 1910.103, *Oxygen*.

OSHA 29 CFR 1910.23, *Guarding Floor and Wall Openings and Holes*.

OSHA 29 CFR 1910.24, *Fixed Industrial Stairs*.

OSHA 29 CFR 1910.66, *Appendix C, Personal Fall Arrest System, Section 1*.

OSHA 29 CFR 1910.178, *Powered Industrial Trucks*.

OSHA 29 CFR 1910.212, *General Requirements for All Machines*.

OSHA 29 CFR 1910.219, *Mechanical Power - Transmission Apparatus*.

OSHA 29 CFR 1910.301, *Introduction--Electrical*.

OSHA 29 CFR 1910.303, *General Requirements--Electrical*.

OSHA 29 CFR 1910.308, *Special Systems*.

OSHA 29 CFR 3067, *Concepts and Techniques of Machine Safeguarding*.

Abbreviations and Acronyms

ABFDS—Aerial Bulk Fuel Delivery System

ABO—Aviator's Breathing Oxygen

ACE—Alternate Capability Equipment for the ABFDS

ADDs—Aerial Delivery Dispensing System

AFOSH—Air Force Occupational Safety and Health Standards

AFPET—Air Force Petroleum Office

AFWCF—Air Force Working Capital Fund

AS—Allowance Standard

ASTM—American Society for Testing and Materials

ATHRS—Air Transportable Hydrant Refueling System

BCE—Base Civil Engineer
CFMS—Combat Fuels Management System
CFR—Code of Federal Regulations
DEO—Defense Energy Office
DER—Defense Energy Region
DESC—Defense Energy Support Center
DGSC—Defense General Supply Center
DRMO—Defense Reutilization and Marketing Office
DWCF—Defense Working Capital Fund
ECAMP—Environmental Compliance Assessment and Management Program
EMO—Equipment Management Office
EWO—Emergency War Order
FAM CART—Forward Area Manifold Cart
FAMS—Fuels Automated Management System
FARP—Forward Area Refueling Point
FAS—Fuels Automated System
FISC—Fuels Information Service Center
FMFC—Fuels Management Flight Commander
FMSE—Fuels Mobility Support Equipment
FMT—Fuels Management Team
FOA—Field Operating Agency
FOI—Fuels Operating Instruction
IMP—Inventory Management Plan
IPRB—Installation Planning Review Board
JPO—Joint Petroleum Office
JQS—Job Qualification Standard
LOX—Liquid Oxygen
LIN—Liquid Nitrogen
LPG—Liquefied Petroleum Gas
MIL-SPEC—Military Specification
OSHA—Occupational Safety and Health Act
OVS—Overboard Vent System

PML—Precision Measuring Laboratory

POL—Petroleum, Oils, and Lubricants

PSO—Peacetime Stockage Objective

PWRMR—Prepositioned War Reserve Materiel Requirement

PWRMS—Prepositioned War Reserve Materiel Stock

RCC—Resource Control Center

SA-ALC/SF—San Antonio Air Logistics Center, Directorate of Aerospace Fuels Management

SAPO—Sub-Area Petroleum Office

SEI—Special Experience Identifier

UGT—Upgrade Training

WAAR—Wartime Aircraft Activity Report

WCDO—War Consumable Distribution Objective

WMP—War and Mobilization Plan

WRM—War Reserve Material

Terms

Area Fuels Laborator—Provides testing services to bases on samples of petroleum and related products. Conducts specification tests to determine the quality of petroleum products under procurement and in the Air Force supply system.

Air Force Working Capital Fund-Fuels Division—Revolving account used to finance all related fuel transactions managed by the SA-ALC/SF.

Bulk Petroleum Products—Liquid petroleum products transported by various means and stored in tanks or containers having an individual fill capacity greater than 250 liters.

Charter Carriers—Air carriers under agreement to any department of the US Government. This agreement may be an oral or written contract and the rates will equal those on file with the Civil Aeronautics Board. Charter carriers may or may not be under operational control of the department executing the agreement.

Civil Aircraft—All non-Government aircraft (domestic and foreign) other than contract and charter carrier aircraft.

Contaminated Product—An off-specification product resulting from mixing with another product or products of different type and grade or by introduction of foreign matter such as rust, dirt, or water.

Contract Carriers—Air carriers under contract to any department of the US Government. They are under operational control of the department concerned at rates lower than published rates on file with the Civil Aeronautics Board.

Cryogenics—The science of refrigeration, with reference to methods for producing very low temperatures.

Defueling—Types of defueling are:

Hot Defueling--Single point defueling of aircraft with one engine running.

Cold Defueling--Conventional defueling of aircraft which do not have an engine running.

Determinable Losses—The actual loss of inventory, the cause of which is determinable; such as contamination, fire, downgrading of products, etc.

FP Air Force Petroleum Supply Accounts—Activities are accountable for items capitalized in the Supply Management Activity Group-Fuel Division. For example, aviation ground and missile fuels (see AFMAN 23-110, volume I, part three, Chap's 1 & 4). Control office is SA-ALC/SFRF, Kelly AFB TX 78241.

Ground Products—Those refined petroleum products normally intended for use in administrative, combat, and tactical vehicles; material handling equipment; special purpose vehicles; and stationary power and heating equipment.

Hazardous Waste—Any petroleum product when mixed with a hazardous substance and designated as waste. Hazardous waste must be stored, transported, and disposed of in accordance with federal, state, local, or host nation environmental laws.

Hydrant—That portion of a pump system which can provide 600 to 1200 GPM (minus line and friction loss) through an outlet into an aircraft.

Mogas—Refers to all grades of automotive gasoline.

Organizational Fuel Tank—Any tank, other than integral vehicle tanks or hand-carried safety cans, not under exclusive fuels management control.

Refueling—Types of refueling are:

Hot Refueling--Single point pressure refueling of aircraft with one or more engines idling.

Cold Refueling--Conventional refueling of aircraft which do not have an engine operating. (The term may be used to differentiate from hot refueling.)

Responsible Officer—Appointed by the squadron commander. This person must be proficient in fuels management and is responsible for the care and safeguarding of the petroleum stocks. This person also ensures accountable records are maintained and required reports are generated.

Sample—A small part of a quantity of product representative of the entire quantity, used for inspection or to determine the quality of the product.

Unit Manning Document (UMD)—A computer product which lists manpower authorizations. It reflects how many people are authorized to accomplish the mission. MAJCOMs use this document to show allocated resources, and as the baseline for portraying the impact of application of new or reapplication of existing manpower standards. The UMD contains:

The position number.

AFSC.

Functional account code (work center).

Authorized grade.

Number of authorizations.

A summary of authorizations for officers, enlisted, and civilians assigned to each unit by work centers.

Unit Personnel Management Roster (UPMR)—A computer product which identifies people assigned to the unit, by section or functional account code (FAC). The UPMR identifies assignments and indicates the month and year of departures.

Unit Type Code (UTC)—Identify a specific capability of personnel and/or equipment to be deployed in support of various operations.

War and Mobilization Plan (WMP)—The Air Force takes the Joint Strategic Capabilities Plan (JSCP), translates this into Air Force operational and logistics planning guidance, and publishes this in five volumes known collectively as the War and Mobilization Plan (WMP). The Wartime Aircraft Activity (WAA) listing is published as WMP, Volume 4. The WAA lists line entries for each JCS-approved OPLAN.

Attachment 2**RADIO TRANSMISSION CODES**

Use the following modified 10-series radio transmission code list. Add other call signs to meet any local requirements.

Code	Meaning
10-1	Receiving poorly.
10-2	Receiving well.
10-3	Radio Check.
10-4	Acknowledge, will comply.
10-5	Standby.
10-6	Repeat, reception poor.
10-7	Out of service location.
10-8	In service location.
10-9	What is location?
10-10	Return to RCC.
10-11	Departing parking area.
10-12	How many gallons out of unit?
10-13	Proceed to fill stand.
10-14	Entering fill stand area.
10-15	Leaving fill stand with full unit.
10-16	Request another unit-location.
10-17	Request supervisor at-location.
10-18	Request standby fire truck at location.
10-19	Fuel spill, request assistance.
10-20	Entering the parking area.
10-21	Unit requires maintenance (discrepancy).
10-22	Valves open; ready to receive.
10-23	Valves open; ready to start transfer.
10-24	Start pumping.
10-25	Stop pumping.
10-26	Pumps stopped.
10-27	Transfer complete; valves closed.
10-28	Servicing canceled.
10-31	Distinguished visitor in area.

10-36	Correct time.
10-97	Arrived at scene.
10-98	Finished with last assignment.

Attachment 3

EDUCATION AND TRAINING OPPORTUNITIES

A3.1. Logistics Education Advancement Program (LEAP). LEAP is a career broadening education program designed to provide selected NCOs with on-the-job experience and training in special fuels logistics areas. The objective is to provide LEAP NCOs with a broader experience background. Four LEAP positions exist: two at Kelly AFB, Texas on an 18-month rotational basis between SA-ALC/SFR and SFT; one at DEO-FD, Fort Dix, New Jersey; and one at the Air Staff, Pentagon, Washington DC. Each position is a 3-year assignment. Note: Those currently in the program and those who have been out of the program for 3 years or less are prohibited from voluntary cross training and are exempt from involuntary cross training programs.

A3.1.1. HQ USAF/ILSP chairs a LEAP selection panel composed of 2F000 personnel. The AFPC fuels (2F0X0) functional representative serves as an advisor.

A3.1.2. HQ USAF/ILSP tasks HQ AFPC/DPAAD1 to advertise the projected vacancy and solicit volunteers meeting the following mandatory prerequisites:

A3.1.2.1. Hold a grade of E6 or E7.

A3.1.2.2. Completed 8 - 14 years total active federal military service as of 1 October in the year considered for assignment.

A3.1.2.3. Possess a control 2F071 AFSC.

A3.1.2.4. Completed required PME.

A3.1.2.5. Have at least a "Secret" security clearance.

A3.1.2.6. Eligible for reassignment.

A3.1.3. Volunteers submit a package to their respective MAJCOM consisting of:

A3.1.3.1. A one-page nomination letter from the unit commander or equivalent.

A3.1.3.2. A copy of the last five EPRs.

A3.1.3.3. A copy of the "Career Brief" obtained through the host MPF.

A3.1.3.4. A prioritized assignment preference list.

A3.1.4. MAJCOMs consolidate and forward nominee packages to HQ AFPC/DPAAD1, Randolph AFB, TX. The AFMPC fuels representative verifies all prerequisite data and forwards nomination packages to HQ USAF/ILSP.

A3.2. Petroleum Logistics Management Course (PLMC).

A3.2.1. Sheppard Technical Training Center.

A3.2.1.1. Holds a formal fuels career broadening course, J3AZR2F091-002, for grades Master Sergeant through Chief Master Sergeant, LEAP selectees, and Quality Assurance Evaluators (QAEs).

A3.2.1.2. Provides fuels operation training in quality surveillance, war planning, and logistics management areas.

A3.2.2. MAJCOM/LGSF.

A3.2.2.1. Select PLMC attendees.

A3.2.2.2. Maintain wavier authority for Technical Sergeants filling the fuels superintendent position or other Staff positions.

A3.3. Fuels Management Professional Enhancement Program (PEP). The Office of the Secretary of Defense Deputy Under Secretary of Defense for Logistics (DUSD(L)) provides a hands-on managerial development program in fuels management for mid-level fuels officers (Senior Captains through Lieutenant Colonel).

A3.3.1. HQ AFPC/DPASL advertises the PEP program and forwards names to HQ USAF/ILSP.

A3.3.2. HQ USAF/ILSP provides nominees to DUSD(L) for final selection.

A3.3.3. Assignment will rotate with DUSD(L) and HQ USAF/ILSP.

A3.4. Air Force Institute of Technology (AFIT). See eligibility criteria in AFI 36-2110, *Assignments*. Eligible officers obtain a Master of Science Degree in Petroleum Engineering.

A3.5. Utilization and Training Workshop (U&TW). HQ USAF/ILSP chairs the annual U&TW IAW AFMAN 36-2245. U&TW attendees include, the Fuels Training Planning Team (FTPT) consisting of a fuels representative from every MAJCOM, AFLMA, AFPET, and the Fuels Career Field Training Manager.

A3.5.1. Determines training requirements and AF Specialty responsibilities.

A3.5.2. Ensures training quality and curriculum currency.

A3.5.3. Reviews all course control documents and associated curriculum materials.

A3.5.4. Provides technical expertise to update course materials.

A3.5.5. Identifies and plans for training equipment.

A3.5.6. MAJCOMs are OPR for the specific courses.

A3.5.6.1. HQ ACC/LGSSF- Fuels Specialist, Cryogenic Production, Cryotainer Maintenance and Support Equipment.

A3.5.6.2. HQ AETC/LGSF - Petroleum Logistics Management and Fuels Accounting.

A3.5.6.3. SA-ALC/SFTH - Fuels Quality Control

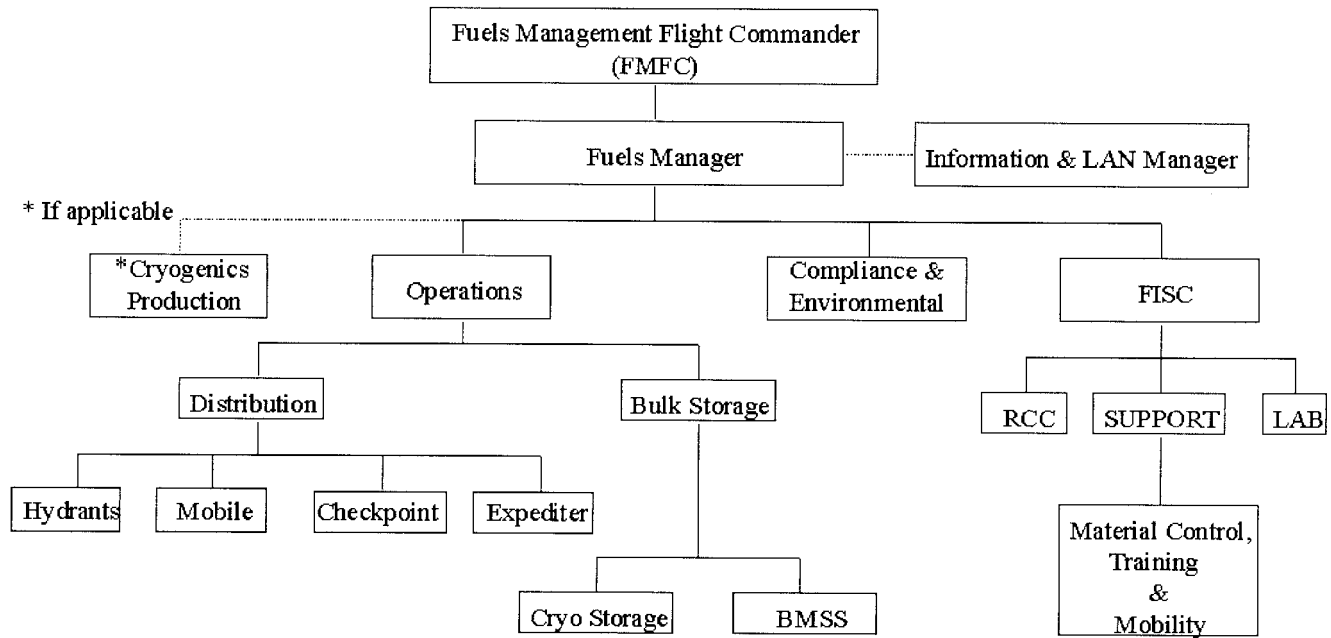
A3.5.6.4. HQ AETC - Fuels Accounting. (AFPET provides update to curriculum concerning the FAS).

A3.5.6.5. HQ AETC/LGSF - 7-Level Course.

A3.5.6.6. HQ AETC/LGSF - Fuels Management Officer.

Attachment 4

FUELS MANAGEMENT STRUCTURE



Attachment 5

COLOR CODES FOR CRYOGENICS PLANTS

Item	Color	Secondary Warning Color
PLANTS:		
Liquid oxygen discharge port	Green #14260	
Liquid nitrogen discharge port	Brown #20219	
Safety valve	Do not paint	
FACILITIES:		
Electric conduit	Gray #16187	Red
Electrical control center		
interior doors	Orange #12197	
Electrical control center and		
remote switch boxes	Gray #16187	Red
Caution areas and	Yellow and black	
safety shields	(Cross hatched)	
Floor *	Do not paint	
Building interior	Light green	
* Seal floors in the production area with epoxy sealant. Do not paint liquid oxygen storage and cylinder charging floors.		

NOTES:

1. Mark all gauges (pressure, liquid level, and flow) in the following manner:
 - Green - Normal operating range.
 - Yellow - caution range.
 - Red - danger/over pressure range.
2. Paint the building interior a light color to provide a bright working area.

Attachment 6**CRYOGENIC EQUIPMENT AND FACILITY REQUIREMENTS****A6.1. Equipment.**

A6.1.1. Purge Unit. The GSU-62/M Air Purging Unit is a portable electric motor-driven blower and heater unit used to purge storage containers with heated air. Record purge unit inspections, maintenance, and conditions on AFTO Form 244, *Industrial/Support Equipment Record*. One purge unit per FP account storing cryogenics is authorized.

A6.1.2. Vacuum Gauge. The vacuum gauge is a hand-held battery powered unit. Use this unit to monitor, in microns, the vacuum reading of the annular space of a cryotainer. Use the gauge in conjunction with a thermocoupler for an accurate reading.

A6.1.3. Vacuum Pump. The PMU-4/E Vacuum Pump is a portable, explosion-proof electric-driven, free-air pumping unit which draws and maintains the insulating vacuum in storage containers. Record vacuum pump inspection, maintenance, and conditions on AFTO Form 244. One vacuum pump per FP account is authorized.

A6.1.4. Cryogenics Samplers. Sample cylinders are portable containers used to draw and transport cryogenics product samples. Samplers do not require periodic maintenance record documentation, but they must be hydrostatically tested every five years. Guidance for requisitioning replacement cylinders is outlined in T.O. 33D2-10-60-1.

A6.1.5. Portable Dual Efficiency Meter. The Portable Efficiency Meter checks the storage container vacuum by measuring the product boil-off rate.

A6.2. Facility Requirements. The FMT provides the following to ensure a safe, functional, and secure facility:

A6.2.1. Protective fencing to enclose storage and generation facilities. Designate cryogenics facilities as controlled areas according to AFI 31-209, *Air Force Resource Protection Program*.

A6.2.2. Adequate electrical power for production operation and auxiliary equipment. Adequate indoor and outdoor lighting to include receiving and servicing areas. Electrical power should be 3 phase, 220 volts, 50/60 cycle.

A6.2.3. A concrete foundation with non petroleum based sealant between joints for storage tanks, receiving, and servicing area and servicing cart parking areas. Completely fill the joints with the sealer to prevent the accumulation of dirt.

A6.2.4. A paved road to and from the facility, capable of supporting commercial cryogenics delivery vehicles and maintenance vehicles, as well as a drive-through capability to permit receipt and issue without requiring the vehicle to back up.

A6.2.5. A telephone with a bell capable of being heard above the noise of the operating production, and within the tank storage area.

A6.2.6. Adequate grounding points for storage tanks and servicing units. Permanently ground fixed production plants.

A6.2.7. Provide blowdown/condensate traps for each generating plant to comply with the base ecology program and environmental protection agency requirements.

A6.2.8. In cold weather climates/heavy snow fall areas cryogenic storage facilities will be enclosed with roll-up style doors. Note: In operations involving nitrogen ensure the doors remain open during servicing.

A6.2.9. In cold climate locations ensure snow is removed.

A6.2.10. Do not document general cryogenic system area inspection items such as fencing, drip pans, lighting, safety equipment etc., on the AFTO Form 244. Each FMT prepares a locally developed inspection checklist applicable to their LOX/LIN facilities.

Attachment 7

FUELS SPECIAL EXPERIENCE IDENTIFIER (SEI) MATRIX

Table A7.1. FUELS SPECIAL EXPERIENCE IDENTIFIER (SEI) MATRIX

SEI	035	036	037	039	040	369	387
Course	FARP	CRYO Maintenance J3AZR 2F051-005	CRYO Production J3AZR 2F051-006	LAB J3AZR 2F051-001	ACCT J3AZR 2F051-007	ABFDS ACC ABFDS -001	ATHRS ACC ATHRS -000
PDS		DDG	DCG	BYP	T3N	QXB	VP3
AFSC	2F0X1	2F0X1	2F051	2F051	2F051	2F051/71	2F051/71
Experience	6 months	3 months	3 months	6 months	6 months	N/A	N/A
Clearance	SECRET	SECRET	SECRET	SECRET	SECRET	SECRET	SECRET
FMT Recommends	X	X	X	X	X	X	X
Commander Approves	X	X	X	X	X	X	X

REFRESHER TRAINING

Refresher training timetables are required by personnel who are filling UTC requirements listed in their unit's DOC Statement. Appropriate refresher training is determined by the FMT unless specified by other training methods as they become available.

SEI 035 - Every year from initial training or last mission flight (Phase1).

SEI 037 - Every two years from initial training or last assignment in a cryogenic production plant.

SEI 039 - Every year from initial training or last assignment in a fuels laboratory.

SEI 040 - Every year from initial training or last assignment in fuels accounting.

SEI 369 - Every two years from initial training or last mission flight. (use PACAF video).

SEI 387 - Every two years from initial training or last mission flight. (use the ACC video).

NOTE: FARP SEI, 3-level personnel having completed all 5-level upgrade requirements may be qualified.

ATHRS SEI, hands on use at deployed locations fulfills the refresher requirement.

Attachment 8

PERSONAL EQUIPMENT FOR FARP AND ABFDS SPECIALISTS

Equipment	U/I	FARP	ABFDS
Flight Suit	ea	4	2
Flying Gloves	pr	3	2
Flight Jacket (summer)	ea	1	N/A
Flight Jacket (winter)	ea	1	1
A-3 Bag or equivalent	ea	1	N/A
Boots, Flyers, all leather	pr	2	1
Patches			
MAJCOM	ea	N/A	3
Unit	ea	6	3
AFSOC	ea	6	N/A
American Flag	ea	6	
Rain suit	ea	1	1
Flyers Thermal Top	ea	2	2
Flyers Thermal Bottom	ea	2	2
Day Pack	ea	1	N/A
* Helmet (HGU-26P or 55P)	ea	1	1
* Oxygen Mask	ea	1	1
* CRU-60 Adapter	ea	1	1
* Helmet Bag	ea	1	1
Prescription Glasses	pr	2	2
Sunglasses	pr	1	1
Dust goggles	pr	1	1
* Web Belt w/Suspenders	ea	1	1
* Canteen w/cover and cup	ea	1	1
* Flak Vest	ea	1	N/A
* Sleeping Bag	ea	1	N/A
* Sleeping Bag Pad	ea	1	N/A
Poncho Liner, Camouflaged	ea	1	N/A
* Butt Pack	ea	1	N/A
* First Aid Kit Individual	ea	1	N/A
* Survival Knife (M-9) or equiv.	ea	2	NA
* Multiplier Tool	ea	1	1

* Mini Mag or equiv.	ea	1	1
* Mini Mag Light Holder	ea	1	1
* Waterproof clothing bag	ea	2	1
* Snaplink	ea	2	N/A
* Backpack, Large (two piece)	ea	1	N/A
* Knee Pads	pr	1	N/A
* Last Resort Belt	ea	1	N/A
* Wrist Watch	ea	1	1
* Pager (national)	ea	1	N/A

NOTES:

1. Items marked with an asterisk (*) are required to be turned in upon PCS movement or termination of specialty requirements. Exception: Helmet liners may be retained by the individual.
2. ABFDS personnel do not require equipment issue to attend the formal training course. Equipment will only be issued to those filling an ABFDS mobility/UTC position.
3. The life support section provides an inspection location for required helmets and masks. ABFDS operators sign out the required helmet and mask from the life support section as needed. ABFDS operators return the helmet and mask to the life support section on completion of mission requirements.

Attachment 9

CLIPBOARD COLOR CODE SCHEME

PRODUCT	COLOR	STRIPES
JP4	Yellow	
JP5	Yellow	Black Checks
JP7	Yellow	Red
JP8	Yellow	Blue
JP8 + 100	Yellow	Green
JPTS	Yellow	Black
Diesel, Low Sulfur	Brown	
Diesel, High Sulfur (Includes DF8)	Brown	Blue
Automotive Gasoline		
Leaded	Red	
Unleaded	Red	Green
UDMH	Red	Yellow
Nitrogen Tetroxide	Brown	White
Liquid Oxygen	Green	Yellow
Liquid Nitrogen	Gray	Yellow
Waste Fuel	Red w/yellow outer border	Black

Attachment 10**MANAGEMENT ENGINEERING PROGRAM****A10.1. Key Management Engineering Program (MEP) Organizations.**

A10.1.1. The MEP provides analytical assistance for functional (fuels) managers to improve productivity and determine standardized manpower requirements. HQ USAF/XPM is the office of primary responsibility for the Air Force Management Engineering Program.

A10.1.2. The Air Force Center for Quality and Management Innovation (AFQMI) and MAJCOM Directors of Manpower and Organization administer the MEP through a dual concept of operation. AFQMI provides analytical services to Air Force functional managers for core processes which are common to each command.

A10.1.3. MAJCOMs, through the Manpower Quality Office (MQO), provides analytical services to functional managers within respective MAJCOMs.

A10.2. Location of Manpower Agencies.

A10.2.1. HQ USAF/XP , as part of the Air Staff, is located in the Pentagon.

A10.2.1.1. AFQMI is a Field Operating Agency (FOA), headquartered at Randolph, AFB TX.

A10.2.1.2. MQO is located on a host or main operating base.

A10.3. MEP Duties Assigned to Air Force Center Quality and Management Innovation (AFQMI).

A10.3.1. Provides analytical services (Process Improvement Program, Continuous Process Improvement through Enterprise Reengineering), Benchmarking, Costing, Facilitation, Integrated Resource Management, Organization, Performance Measures, and Standards and Variances that apply to more than one MAJCOM or for organizations with no management engineering capability.

A10.3.2. Annually reviews and processes all changes to AFMSs received from MAJCOMs, FOAs, and DRUs and provides results of annual review to commands.

A10.3.3. Provides technical guidance and support to functional OPRs, MAJCOMs, FOAs, and DRUs.

A10.3.4. Publishes all manpower standards.

A10.3.5. Serves as point of contact for all Air Force management engineering procedural matters.

A10.3.6. Develops and implements training on the latest MEP technologies. Implements the MEP as directed by Air Staff.

A10.4. Duties of the Installation Manpower Quality Office (MQO). The Manpower Quality Office manages manpower for Commercial Activities (CA) which includes fuels management, aircraft maintenance, civil engineering, etc. The local MQO:

A10.4.1. Provides analytical services (Continuous Process Improvement, Benchmarking, Costing, Facilitation, Integrated Resource Management, Organization, Performance Measures, and Standards and Variances that apply to wing functions (fuels).

A10.4.2. Advises wing commanders and functional (fuels) managers on effective resource management.

A10.4.3. Provides management engineering services in support of inputs to MAJCOM and Air Force process management studies.

A10.4.4. Assists base functional managers with Fast Payback Capital Investment Program (FAS-CAP), Productivity A10.4.1.

A10.4.5. Investment Fund (PIF) proposals, and Component Sponsored Investment Program (CSIP).

A10.4.6. Validates workload exceptions submitted by commanders and functional managers.

A10.4.7. Assists commanders and functional managers in the development of performance work statements (PWS).

A10.5. How To Develop Manpower Standards.

A10.5.1. Manpower standards development process determines a function's process resource requirements and establishes a workload/manpower requirement. This process provides the basis for projecting both manpower requirements and distribution of Air Force manpower authorizations. Standards development uses process management methodology and analytical techniques.

A10.5.2. The FMT applies approved manpower standards annually:

A10.5.2.1. Collect the work count for the workload factor for a 6 to 12 month period.

A10.5.2.2. Apply the average to the standard.

A10.6. Variances to Manpower Standards. To increase the applicability of manpower standards and still be responsive to unique requirements at each location, the MEP recognizes work variations due to mission, technology, or environment. These variations are identified as either plus or minus variances to the basic standard. The fuels community identifies the requirements for exceptions to the local Manpower Quality Office. HQ USAF/ILSP recommends final approval or disapproval for fuels manpower determinant.

Attachment 11**AIR FORCE CRYOGENICS TECHNICAL ASSISTANCE**

A11.1. Air Force Cryogenics Technical Assistance Team. The Air Force cryogenics technical assistance team (CTAT) is established within Air Combat Command, 6 ARW/LGSPM, MacDill AFB, FL. Its purpose is to evaluate and correct deficiencies related to cryogenics production equipment, facilities, cryotainers, and related support equipment that bases and MAJCOMs cannot solve. It provides highly qualified specialists with the combination of skills and experience necessary to investigate cryogenics problems and recommend solutions. The team may be augmented with other personnel having specialized expertise as required. Similarly, the team is available to augment MAJCOM's during Quality Air Force Assessments to provide cryogenics expertise.

A11.2. MAJCOM Responsibility. Each MAJCOM that operates and maintains facilities that produce, store and dispense cryogenics products will direct and carry out required quality control and handling programs. In doing so, the MAJCOM will:

A11.2.1. Ask the cryogenics technical assistance team for assistance whenever there is a problem beyond the capabilities of the command to solve.

A11.2.2. Give team members access to all cryogenics personnel, facilities, and equipment they need to investigate/evaluate the problem fully.

A11.2.3. Give team members local facilities, transportation, and miscellaneous support it needs.

A11.2.4. Provide the procedures, training data, records, and personnel the team requests.

A11.2.5. Act on team recommendations if the command can approve them. If team recommendations require approval beyond the MAJCOM's authority, forward them with appropriate comments to HQ USAF/ILSP or other appropriate activity.

A11.3. Request for Assistance:

A11.3.1. If any unit (worldwide) identifies a problem related to cryogenics production or handling that it cannot control or solve, it should seek assistance from the MAJCOM first.

A11.3.2. When the MAJCOM gets a request for help, they will identify the cause of the problem and decide whether the MAJCOM can correct it. If the MAJCOM cannot identify or correct the problem, the Command Fuels Management office will: Submit a formal request for assistance to HQ ACC Langley AFB VA//LGSSF// with an information copy to 6 ARW MacDill AFB, FL //LGSPM//. The initial request can be made via telephone, and then confirmed by message. Direct telecon between individual bases and the CTAT at MacDill AFB, FL is authorized to discuss cryogenic operational problems and possible solutions prior to requesting a formal evaluation.

A11.3.3. HQ ACC/LGSSF will take action to ensure MAJCOM requests for assistance are met.

A11.3.4. Funding for an on-site visit will be provided by the requesting base. A fund cite for travel expenses and per diem must be provided in the formal message requesting assistance.

A11.4. Team Response to Request for Cryogenics Technical Assistance. When the team receives a request for assistance, they will:

A11.4.1. Conduct an on-site technical evaluation, which includes an assessment of cryogenics production equipment, associated facilities, and related equipment.

A11.4.2. Determine and recommend the measures to take to eliminate or prevent the problem from recurring.

A11.4.3. At the completion of the evaluation/assessment, the team will out brief the local logistics group commander and chief of supply with the initial findings and provide a written report to the MAJCOM and HQ ACC/LGSSF within 30 days.

A11.4.4. The team will follow up with the base/MAJCOM to see how effectively the on-site assessment solved the problem.

A11.5. Cryogenics Residency Requirements.

A11.5.1. MAJCOM responsibilities:

A11.5.1.1. Determine operator training requirements for their units.

A11.5.1.2. MAJCOMs will submit personnel training requirements to support DOC/UTC taskings to HQ ACC/LGSSF. As a minimum: One (1) 2F071 and one (1) 2F051 with SEI 037, and three (3) 2F051s with PDS code XJF will be required to support UTC JFDJB.

A11.5.2. HQ ACC Responsibilities: HQ ACC has been designated as lead command equipment requirements to support current and future planning guidance.

A11.5.2.1. Approve changes to course curriculum, class quotas, or training schedules.

A11.5.3. Cryogenics training facilities staff/functions

A11.5.3.1. Instruct courses to meet requirements in AFI 23-201.

A11.5.3.2. Maintain student handbooks, instruction lesson plans, and a complete set of applicable technical orders.

A11.5.3.3. Conduct student training to include: classroom study, hands-on inspections, preventive maintenance, and operational functional checks.

A11.5.3.4. Maintain benchstock for commonly used items to support production plants.

A11.5.3.5. Prepare training materials for applicable courses.

A11.5.3.6. Provide recurring inspections and maintenance on assigned equipment.

Attachment 12

FUELS PERSONNEL UNIT TYPE CODES

AFSC	SEI	JFAXQ	JFAXR	JFAXS	JFAXT	JFAXV	JFAXW	JFAXB	JFABC
2F031		5	4		6			2	3
2F051	387	4	3		3	6		3	
2F051	039			1				1	
2F051	040			1				1	
2F051		3	3					1	4
2F071	387	2	1			2			
2F071		1	1		1			1	2
2F071	039						1		
2F091							1		
TOTAL		15	12	2	10	8	2	9	9

AFSC	SEI	JFDEA	JFDEZ	JFDGB	JFDGC	JFDJB
2F051	369			2	4	
2F051	037					1
2F051		3				3
2F071	037					1
2F071	369				1	
23S4	LLI		1			
TOTAL		3	1	2	5	5

(USAFE)

UTC

AFSC	JFDJB
2F051	3
2F071	2
TOTAL	5

(AFSOC)

UTC

AFSC	JFARP
2F0X1	3
TOTAL	3

NOTE: For JFAXW a 2F000 may be substituted for a 2F091. The 2F071 must be a MSgt.

Attachment 13**FUEL SPILL REPORT FORMAT**

FROM: YOUR UNIT IDENTIFIER

TO: HQ MAJCOM /LGSF

INFO: HQ USAF/ILSP; DFSC-F, DFSC-Q

SUBJECT: Fuel Spill Notification

1. UNIT NAME/DESIGNATION:

2. FLIGHT POC NAME/DSN/EMAIL:

3. DATE/TIME OF SPILL:

4. LOCATION OF SPILL:

5. CLASS OF SPILL/ESTIMATED GALLONS:

6. CAUSE OF SPILL:

7. AGENCIES NOTIFIED:

8. STATUS OF CONTAINMENT/CLEAN-UP:

9. GALLONS RECOVERED:

10. ENVIRONMENTAL IMPACT:

11. REPORT COORDINATION:

Attachment 14**FORMAT FOR FUELS MANAGEMENT STEERING GROUP, FUELS CAREER FIELD
ENHANCEMENT CONFERENCE , UTILIZATION & TRAINING WORKSHOP,
CONFERENCE AGENDA ITEM**

RANK/NAME OF SUBMITTER	MAJCOM
TITLE/SUBJECT	
BRIEF STATEMENT OF CONCERN	
RECOMMENDED ACTION	

Attachment 15

AIR FORCE POL TECHNICAL ASSISTANCE TEAM

A15.1. Air Force POL Technical Assistance Team. The Air Force POL Technical Assistance Team is assigned to the Technical Division of the Directorate of Aerospace Fuels Management, Kelly AFB, Texas, which is the service control point for Air Force fuel quality issues. The Tech Team has worldwide responsibility to identify, investigate, and correct problems involving aviation fuel contamination, fuel electrostatic hazards, environmental controls, conservation and reclamation of petroleum products and oils, and fuel system deficiencies.

A15.2. Responsibilities

A15.2.1. Air Force fuels activities will coordinate with the AF POL Technical Assistance Team on actions involving aviation fuel contamination, electrostatic hazards, conservation and reclamation, or environmental matters.

A15.2.2. Copies of pertinent reports, correspondence, studies, and data relating to prevention and correction of fuel contamination problems will be routed to the team as information or action items.

A15.2.3. Members of the team will maintain an up-to-date International Certificate of Vaccination and a valid passport for use in meeting requests for assistance from overseas commands.

A15.3. Request for Assistance:

A15.3.1. The AF POL Technical Assistance Team will respond immediately to requests for assistance from MAJCOMs and will be on-site for technical evaluation within three working days, or sooner, as required by the situation.

A15.3.2. A reply to the request for assistance will be prepared for the Technical Division Chief's signature and will contain: (1) Estimated team arrival date and duration of the visit; (2) Name, rank or grade, title, SSAN, and security clearance of each participating team member; and (3) Support required by the team (transportation, billeting reservations, system briefings and availability of system as-built drawings).

A15.4. On-Site Evaluation. The AF POL Technical Assistance Team has two basic objectives during each investigation.

A15.4.1. The first is the correction of suspected problems.

A15.4.2. The secondary objective will be a technical evaluation of base fuels facilities which will encompass the scope of quality and reliability assurance.

A15.4.3. Where feasible, problem-solving visits will also include an overall evaluation of the performance of distribution systems, operating techniques, and facilities.

A15.5. Reports of Visit:

A15.5.1. The AF POL Technical Assistance Team will issue a written report of each visit not later than 30 days after completion of the investigation.

A15.5.2. The report will be forwarded to the applicable MAJCOM and action agencies by cover letter prepared for the Technical Division Chief's signature.

A15.5.3. Recommendations made by the team requiring immediate attention will be forwarded to the action agency by letter, message, or e-mail as soon as possible.

A15.6. Report Evaluation. The Air Force POL Technical Assistance Team will:

A15.6.1. Maintain a case file for each visit made and subjective files for each category of problem encountered.

A15.6.2. Make a cumulative evaluation of the material contained in the files.

A15.6.3. Identify potential problem areas to MAJCOM/base-level activities.

A15.6.4. Identify areas where studies should be initiated to prevent or correct problems.

A15.6.5. Submit recommendations to appropriate action agencies that are responsible for changes to published criteria.